

# TOWNSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, July 6, 2022

Watch via Live Stream on Township's YouTube:  
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the July 6, 2022 Regular Meeting of Council be adopted.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [June 15, 2022 Minutes of Council](#)

Recommendation:

That the minutes of the June 15, 2022 Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

#### a. Public Meeting Under the Planning Act

##### [i. Application for Zone Change – ZN-22-04 \(Church Street Properties Inc.\)](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Church Street Properties Inc., whereby the lands described as Part Block E, Plan 104 in the Township of Blandford-Blenheim are to be rezoned from 'Institutional

Zone (I) to 'Special Residential Type 1 Zone (R1-17)' to facilitate the conversion of the existing church to a single detached dwelling.

**b. Public Meeting Under the Planning Act, Committee of Adjustment**

**i. Minutes**

**i. April 20, 2022 Meeting of the Committee of Adjustment**

**ii. Applications**

**i. MVA-03-22 Mackenzie Woodall & Melinda Mokren, 28 George Street Bright**

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A03-22, submitted by Mackenzie Woodall & Melinda Mokren for lands described as Part Lot 64, Plan 152, municipally known as 28 George Street, as it relates to:

1. Relief from the provisions of Section 5.30.1 of the Zoning By-law, to allow for a reduction of the maximum front yard setback for projection of a covered deck and steps from the required 4 m (13.1 ft) to 1.3 m (4.2 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to a deck of the approximate size and location as depicted on Plate 3 of Report CP 2022-262.

As the proposed variance is considered to be:

- i) in keeping with the general intent and purpose of the County's Official Plan;
- ii) a minor variance from the provisions of the Township of Blandford-Blenheim Zoning By-Law No. 1360-2002;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-Law No.1360-2002.

**8. Delegations / Presentations**

- a. Meghan House, Development Planner, County of Oxford, Re: Additional Residential Units in rural Townships.

Recommendation:

That the presentation from Meghan House on Official Plan amendments to implement additional residential units in rural areas be received.

## 9. Correspondence

### a. Specific

- i. [CN Rail, Rail Safety Week 2022](#)

Recommendation:

That Council declare the week of September 19 – 25, 2022 as Rail Safety Week in the Township of Blandford-Blenheim.

### b. General

- i. [Blandford-Blenheim Township Police Service Board, ReMinutes of March 24, 2022 meeting](#)
- ii. [County of Oxford 2021 Curbside waste audit and organics resource recovery technology review.](#)
- iii. [County of Oxford 2018-2020 Transportation Network Service Delivery Review – Outcomes and Recommendations \(\*recommendations in the report were not adopted\*\).](#)

Recommendation:

That the general correspondence items be received as information.

## 10. Staff Reports

### a. Rick Richardson – Director of Protective Services

- i. [FC-22-14 –Monthly Report](#)

Recommendation:

That Report FC-22-14 be received as information.

### b. Jim Harmer – Drainage Superintendent

- i. [DS-22-14 – Monthly Report](#)

Recommendation:

That Report DS-22-14 be received as Information

### c. Jim Borton – Director of Public Works

- i. [PW-22-14 – Pickup Truck Results](#)

**Recommendation:**

That Report PW-22-14 be received as information.

**ii. PW-22-15 – Twp Rd 8 Repairs**

**Recommendation:**

That Report PW-22-15 be received for information; and,

That Council accept the quote for repairs of Township Road 8 submitted by Walker Construction (formally NorJohn Contracting), Niagara Falls, ON.

**iii. PW-22-16 – Monthly Report**

**Recommendation:**

That Report PW-22-16 be received for information.

**d. Trevor Baer – Manager of Community Services**

**i. CS-22-09 – Monthly Report**

**Recommendation:**

That Report CS-22-09 be received as information

**ii. CS-22-10 – Plattsville Splash Pad**

**Recommendation:**

That Report CS-22-10 be received as information; and,

That Council accept the recommendation of the Township's Splash Pad Committee and award the Plattsville Splash Pad design, supply and installation project to Open Spaces based on their proposal submitted June 30, 2022.

**e. Rodger Mordue – Chief Administrative Officer / Clerk**

**i. CAO-22-13 – Request for closure and transfer of a portion of Twp Rd. 2 between Gobles Rd. and County Rd. 22**

**Recommendation:**

That Report CAO-22-13 be received; and,

That the request to officially close up and transfer a portion of Township Road 2 between Gobles Road and County Road 22 be denied.

**ii. CAO-22-14 – Request for Franchise Agreement**

**Recommendation:**

That Report CAO-22-14 be received; and,

That Council approves the form of draft by-law and franchise agreement attached to this report and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act; and,

That Council requests that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the attached draft by-law and franchise agreement pertaining to the Corporation of the Township of Blandford-Blenheim is not necessary pursuant to the provisions of Section 9 (4) of the Municipal Franchises Act.

iii. [CAO-22-15 – Municipal Act – Lame Duck Provisions](#)

Recommendation:

That report CAO-22-15 be received; and,

That staff be directed to prepare a by-law to delegate authority to staff for certain acts during a “Lame Duck” period of Council.

iv. [CAO-22-16 – Enhanced OPP services](#)

Recommendation:

That Report CAO-22-16 be received.

v. [CAO-22-17 - Township Road 2 west of Canning Rd. property sale](#)

Recommendation:

That report CAO-22-17 be received; and,

That the Mayor and Clerk be authorized to execute any and all documents required for the sale of the property located in Part Lot 4 & 5 Concession 1 being the unopened road allowance of Township Road 2 west of Canning Road to the owner of 955135 Canning Road (Rosemary Murray).

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
  - i. Discussion with CN representatives about Blenheim Road bridge and Gobles Road bridge

**12. By-laws**

- a. 2306-2022, Being a By-law to authorize a franchise agreement
- b. 2307-2022, Being a By-law to amend the zoning by-law (Church Street Properties)
- c. 2308-2022, Being a By-law to Delegate Authority to Staff for Certain Acts During a “Lame Duck” Period of Council.
- d. 2309-2022, Being a By-law to provide for the closure and sale of a portion of Township Road 2 west of Canning Road (Murray)
- e. 2310-2022, Being a By-law to confirm the proceedings of Council

Recommendation:

That the following By-laws be now read a first and second time: 2306-2022, 2307-2022, 2308-2022, 2309-2022 & 2310-2022

Recommendation:

That the following By-laws be now given a third and final reading: 2307-2022, 2308-2022, 2309-2022 & 2310-2022.

**13. Other**

**14. Adjournment and Next Meeting**

Wednesday, August 3, 2022

Recommendation:

That Whereas business before Council has been completed at \_\_\_\_\_ pm;

That Council adjourn to meet again on Wednesday, August 3<sup>rd</sup> 2022 at 4:00 p.m.

# MINUTES

Council met at 4:00 p.m. for their second Regular Meeting of the month.

Present: Mayor Peterson, Councillors Banbury, Balzer, Demarest and Read.

Staff: Baer, Borton, Harmer, Krug, Matheson, Mordue, Richardson and Scherer.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the amended agenda for the June 15th, 2022 Regular Meeting of Council be adopted, with the addition of item 8. a. and 10. g. i.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. June 1<sup>st</sup>, 2022 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the Minutes of the June 1<sup>st</sup>, 2022 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meeting

None.

## 8. Delegations / Presentations

- a. Rick Richardson, Director of Protective Services, Re: Long Service Award to Ron Behm with the Bright Fire Department for 25 Years

## 9. Correspondence

### a. Specific

- i. John W. Klinck, District Chair, The District Municipality of Muskoka, Re: Annual Emergency Exercise Exemption
- ii. Danielle Manton, City of Cambridge Clerk, Re: Request to the Province of Ontario for a Plan of Action to Address Joint and Several Liability
- iii. Michael de Rond, Town Clerk, Town of Aurora, Re: Private Member's Bill C-233 "Keira's Law"

### **RESOLUTION #3**

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that Council support the resolution of the District of Muskoka requesting that the Province of Ontario amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have enacted their Emergency Control Group and/or Emergency Response Plan during that calendar year.

.Carried

### **RESOLUTION #4**

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that Council support the resolution of the City of Cambridge calling on the Province of Ontario to review the recommendations of the Association of Municipalities of Ontario regarding insurance issues facing municipalities in Ontario

.Carried



**RESOLUTION #5**

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that Council support the resolution of the Town of Aurora calling on members of the House of Commons to support Member of Parliament Anju Dhillon's Private Member's Bill C-233, that will raise the level of education on domestic violence and coercive control for federally appointed judges.

.Carried

**b. General**

i. Oxford County Council, Re: PW2022-26 – Speed Management and Road Safety Reviews Princeton, Plattsville, Woodstock and Zorra Resolution

**RESOLUTION #6**

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the general correspondence items be received as information.

.Carried

**10. Staff Reports**

**a. Rick Richardson – Director of Protective Services**

i. FC-22-12 – Monthly Report

**RESOLUTION #7**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

That Report FC-22-12 be received as information.

.Carried

ii. FC-22-13 – ATV Noise Exemption

**RESOLUTION #8**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

That Report FC-22-13 be received as information; and,

Further that Council directs staff to permit the Great Lakes ATV Club an exemption to the Township Noise & Vibration By-Law between the hours of 7pm - 11pm on August 20th ,2022 to permit their members to ride their ATV on a private trail within the Township.

.Carried

**b. John Scherer – Chief Building Official**

i. CBO-22-07 – Monthly Report

**RESOLUTION #9**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that Report CBO-22-07 be received as information.

.Carried

**c. Jim Harmer – Drainage Superintendent**

i. DS-22-10 – Petition for Drainage Hotson Drain

**RESOLUTION #10**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that Report DS-22-10 be received as information; and,

That Council accepts the petition for drainage works from W.A. Chesney & Sons Limited for repair and improvements of the Hotson Drain at N pt. of lot 6 con 7 at 825996 Township Road 8; and,

That the Clerk notify the Upper Thames River Conservation Authority that it has received a petition for drainage work and that they intend to proceed with this petition.

.Carried

**d. Sarah Matheson – Deputy Clerk**

i. DC-22-03 – Joint Compliance Audit Committee

**RESOLUTION #11**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that Report DC-22-02 be received as information; and,  
AND THAT Council approve the formation of a Joint Compliance Audit Committee with the other Oxford County municipalities for the 2022-2026 term;  
AND THAT the following members be appointed to the 2022 Joint Compliance Audit Committee:

- David Morris
- Carol Symons
- Keith Reibling
- Joyce McAndrew
- Christene Scrimgeour

AND FURTHER THAT the above appointments be formalized via by-law 2304-2022.

.Carried

**e. Denise Krug – Director of Finance**

- i. TR-22-09 – Recommendation re: Use of 2021 Surplus

**RESOLUTION #12**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that Report TR-22-09 be received as information;

And further that the 2021 surplus of \$314,908 be allocated as follows:

Tax Stabilization Reserve	\$ 36,396
Working Capital Reserve	\$278,512.

.Carried

- ii. TR-22-10 – Additional 2022 Council Grant & Subsidy Request

**RESOLUTION #13**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report TR-22-10 be received as information; and,

That Council give direction in regards to the Drumbo Lions Club's grant and subsidy request for financial assistance in the amount of \$1,000.

.Carried

**f. Rodger Mordue – Chief Administrative Officer / Clerk**

- i. CAO-22-10 – Princeton Fire Station Committee Findings

**RESOLUTION #14**

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Report CAO-22-10 be received; and,

That Council direct staff to begin the search for a property which will eventually be the location of a new fire station for Princeton

.Carried

- ii. CAO-22-12 – Request for Closure and Transfer of Mill Street, Drumbo

**RESOLUTION #15**

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Report CAO-22-12 be received; and,

That a portion of the unopened road allowance known as Mill Street located between 71 and 75 Prospect Street Drumbo be declared surplus; and,

That staff be instructed to being the process of closing and transferring the property to the abutting property owner provided that all costs associated with the conveyance and closure be borne by the party receiving the land.

.Carried

**g. Trevor Baer – Manager of Community Services**

- i. CS-22-08 - Splash Pad Plattsville

**RESOLUTION #16**

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

That Report CS-22-08 be received as information.

.Carried

**11. Reports from Council Members**

Mayor Peterson noted he attended both Plattsville and Bright Fire Stations to connect with the staff, and has now met with all four Fire Departments. Mayor Peterson noted this will be an annual exercise. Mayor Peterson reported he

attended the Bright Fire Fighters Breakfast and it was excellent with a great turn out.

Mayor Peterson reminded of the Drumbo Heritage Society / Drumbo Lions Club free BBQ during lunchtime at the Drumbo Park on July 1st. Councillor Demarest noted there will be other attractions and a balloon show in the evening as well. Mayor Peterson also reminded of the Drumbo Firefighters Baseball Tournament and Dance on June 25<sup>th</sup>.

Councillor Banbury noted the lights at the CN Bridge crossing where the single lane traffic thruway is have been staying on red.

## **12. Unfinished Business**

None.

## **13. Motions and Notices of Motion**

None.

## **14. New Business**

None.

## **15. Closed Session**

- a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Re: Review of correspondence received and comment from Township solicitor

### **RESOLUTION #17**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of section 239 of the Municipal Act at 4:35 p.m. to discuss:

- a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Re: Review of correspondence received and comment from Township solicitor

.Carried

**RESOLUTION #18**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:25 p.m.

.Carried

**16. By-laws**

- a. 2304-2022, Being a By-law to appoint a Joint Compliance Audit Committee
- b. 2305-2022, Being a By-law to confirm the proceedings of Council.

**RESOLUTION #19**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2304-2022 & 2305-2022.

.Carried

**RESOLUTION #20**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a third and final time: 2304-2022 & 2305-2022.

.Carried

**17. Other Business**

**18. Adjournment and Next Meeting**

**RESOLUTION #21**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:26 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, July 6<sup>th</sup>, 2022 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim

To: Mayor and Members of Blandford-Blenheim Council

From: Dustin Robson, Development Planner, Community Planning

## Application for Zone Change ZN 1-22-04 – Church Street Properties Inc.

### REPORT HIGHLIGHTS

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- The applicant is proposing to rezone the subject lands from ‘Institutional Zone (I)’ to ‘Residential Type 1 Zone (R1)’ to facilitate the conversion of the existing church to a single detached dwelling.
- No concerns were raised as a result of agency circulation.
- Planning Staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Policy Statement and general intent and purpose of the County Official Plan, respecting infill development and residential uses in a village.

### DISCUSSION

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#### Background

OWNER: Church Street Properties Inc.  
827482 Township Road 8, Drumbo, ON N0J 1G0

APPLICANT: Brad Kaufman  
827482 Township Road 8, Drumbo, ON N0J 1G0

LOCATION:

The subject lands are described as Pt Blk E, Plan 104, Township of Blandford-Blenheim. The lands are located on the southeast corner of the intersection of Pinkham Street and Centre Street, and municipally known as 20 Pinkham Street in the Village of Drumbo.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “C-3”	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule ‘B-1’	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule “B-3”	Village of Drumbo Land Use Plan	Low Density Residential



TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: Institutional Zone (I)

Requested Zoning: Special Residential Type 1 Zone (R1-sp)

PROPOSAL:

The applicant is proposing to rezone the subject lands from 'Institutional Zone (I)' to 'Special Residential Type 1 Zone (R1-sp)' to facilitate the conversion of the existing church to a single detached dwelling. Special provisions are required in order to recognize the church building's existing front yard depth, interior side yard width, and height.

The subject lands comprise approximately 1,058.6 m<sup>2</sup> (11,394.6 ft<sup>2</sup>) and is currently occupied by a former church. Surrounding land uses predominately include single detached dwellings, with another church (Willis United Church) to the northwest.

Plate 1, Existing Zoning & Location Map, shows the existing zoning of the subject lands and surrounding area.

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands with existing zoning.

Plate 3, Applicant's Sketch, shows the location and setbacks of the existing church on the subject property.

Plate 4, Elevation Plans, provides an external view of the proposed conversion along with the proposed attached garage.

## **Application Review**

### PROVINCIAL POLICY STATEMENT

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term, a range and mix of land uses, and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.1.3.3 also directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Further, according to Section 1.4.3, planning authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements;
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit areas where it exists or is to be developed;
- requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations; and,
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

#### OFFICIAL PLAN

The subject lands are located within the Village of Drumbo, designated as ‘Serviced Village’ according to Schedule “C-3” County of Oxford Settlement Strategy Plan and further designated as ‘Settlement’ and ‘Low Density Residential’ according to Schedule “B-1” Township of East Blandford-Blenheim Land Use Plan and Schedule “B-3” Village of Drumbo Land Use Plan, respectively.

According to Section 2.1.1 (Growth Management), in order to manage growth, it is a strategic initiative of the Official Plan to ensure designated growth settlements are developed with efficient land use patterns and densities to minimize land consumption, to control infrastructure costs, and to limit growth pressure in rural areas. Section 4.1 (Strategic Approach) further states that the County shall aim to ensure existing designated land supplies and infrastructure be efficiently utilized, including achievement of intensification targets, prior to designating new areas for growth.

Section 4.2.2.4 (Serviced Villages) directs that Serviced Villages are settlements characterized by a broad range of uses and activities which have been developed or are proposed for development on centralized waste water and water supply facilities.

Section 6.2.1 (Objectives for Rural Settlement Residential Designations) states that compact urban form and residential infilling, as well as a range of housing types, shall be promoted in rural settlement areas where appropriate given the level of infrastructure available. Section 6.2.2 also directs that Low Density Residential areas in Serviced Villages are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings, and street fronting townhouses.

## ZONING BY-LAW

The subject lands are currently zoned 'Institutional Zone (I)' according to the Township Zoning By-law. The 'I' zone permits a variety of uses, including, but not limited to, a community centre, funeral home, place of worship, public library, and an accessory single detached dwelling.

The applicant is proposing to rezone the lands to 'R1' to permit the conversion of the existing church to a single detached dwelling. The 'R1' zone requires a minimum lot area of 600 m<sup>2</sup> (6,458.6 ft<sup>2</sup>), frontage of 20 m (65.6 ft), and lot depth of 30 m (98.4 ft) for a corner lot. A minimum front yard depth and rear yard depth of 7.5 m (24.6 ft) and interior side yard width of 1.2 m (3.9 ft) is required in addition to an exterior side yard width of 7.5 m (24.6 ft). In addition, steps are required to be setback a minimum of 5 m (16.4 ft) from the front lot line.

Based on the sketch provided by the applicant, special provisions are required to recognize the existing front yard depth of 2.4 m (8 ft), the existing interior side yard width of 0.6 m (2 ft), and the existing church building height of 16.1 m (53 ft).

## AGENCY COMMENTS

The Oxford County Public Works Department, the Township's Drainage Superintendent, the Township's Director of Public Works, the Township's Director of Public Works, and the Grand River Conservation Authority (GRCA) have no concerns with the proposal.

## PUBLIC CONSULTATION

Notice of the proposal was provided to the public and surrounding lands owners in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

## **Planning Analysis**

The applicant is proposing to rezone the subject lands to facilitate the conversion of a former church to a single detached dwelling.

It is Staff's opinion that the proposal is consistent with the policies of Sections 1.1.3.2, 1.1.3.3 and 1.4.3 of the Provincial Policy Statement (PPS). The proposed development is considered to be a form of infilling that promotes intensification and provides a mix of housing types to accommodate current and future residents of the area. The development is also considered to be an efficient use of lands, municipal services and infrastructure within a designated settlement area.

The use of the lands for residential purposes is also in keeping with the Low Density Residential policies of the Official Plan, and the proposal has been evaluated in accordance with the policies of Section 6.2.2.1 and 6.2.2.1.4, respecting infill development.

The subject lands are located in an area with predominately single detached dwellings, which offer a variety of lot sizes and configurations, with varying setbacks and spacing. In this respect, the applicant is simply seeking to recognize the existing building setbacks and height, Staff are satisfied that the proposed development is generally consistent with the lot size, setbacks and spacing of existing development within the immediate area.

Furthermore, it is noted that the former church was constructed 146 years ago, prior to the establishment of the surrounding residential uses. As the exterior character of the former church will largely remain unchanged, other than an attached garage, and the applicant is proposing to rezone the lands to permit a less intensive use, Staff are satisfied that the proposed development will generally be compatible with the surrounding area.

Currently, there is no off-street parking provided on the subject lands, however, the applicant is proposing to provide four (4) off-street parking as part of the proposal. Amenity space will continue to be provided on the lands, and based on the proposed change in use, it is not anticipated that the proposal will have a negative impact on traffic. The Oxford County Public Works Department has indicated that sufficient municipal water and wastewater capacity is available to accommodate the development. In addition, the existing community facilities and amenities, such as parks, in the area are expected to be adequate to accommodate the proposed use.

As noted, special provisions are required to recognize the existing front yard depth, interior side yard width, and the church height. As the applicant is proposing to change the use of the existing church to a dwelling, the 'R1' zone provisions are required to be maintained. In light of this, the location and overall height of the existing church are no longer considered to be legal non-complying and are required to be recognized.

Staff are of the opinion that the existing building setbacks and height are considered to be appropriate. The required special provisions will simply recognize an existing situation, and the proposed new exterior development will be in compliance with zoning provisions. It would also appear that the existing building on the lands maintains similar spacing and setbacks to that of the development on the surrounding properties.

In light of the foregoing, Planning Staff are recommending approval of the application as the proposal is generally consistent with the policies of the PPS and intent and purpose of the County Official Plan, respecting infill development and residential uses in a village.

## **RECOMMENDATION**

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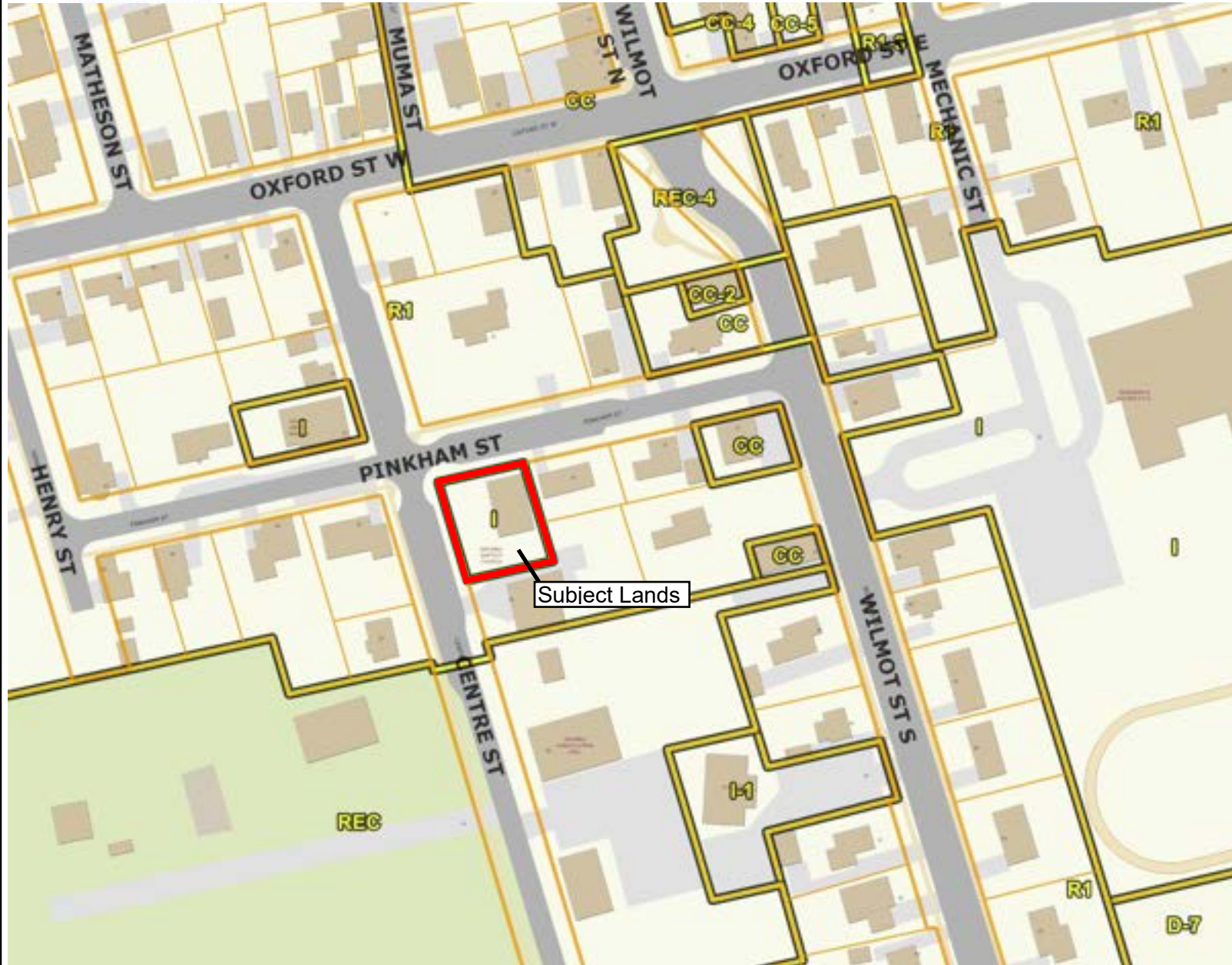
**It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Church Street Properties Inc., whereby the lands described as Pt Blk E, Plan 104, in the Township of Blandford-Blenheim are to be rezoned from 'Institutional Zone (I)' to 'Special Residential Type 1 Zone (R1-17)' to facilitate the conversion of the existing church to a single detached dwelling.**

## **SIGNATURES**

---

**Authored by:**                      *original signed by*                      Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission:**    *original signed by*                      Eric Gilbert, MCIP, RPP  
Senior Planner



Legend

- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines
  - Regulation Limit
    - 100 Year Flood Line
    - 30 Metre Setback
    - Conservation Authority Regulation Limit
    - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 51 102 Meters

NAD\_1983\_UTM\_Zone\_17N



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May 25, 2022





### Legend

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
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- Zoning Floodlines**
- Regulation Limit**
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### Notes



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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May 25, 2022

# SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.

WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

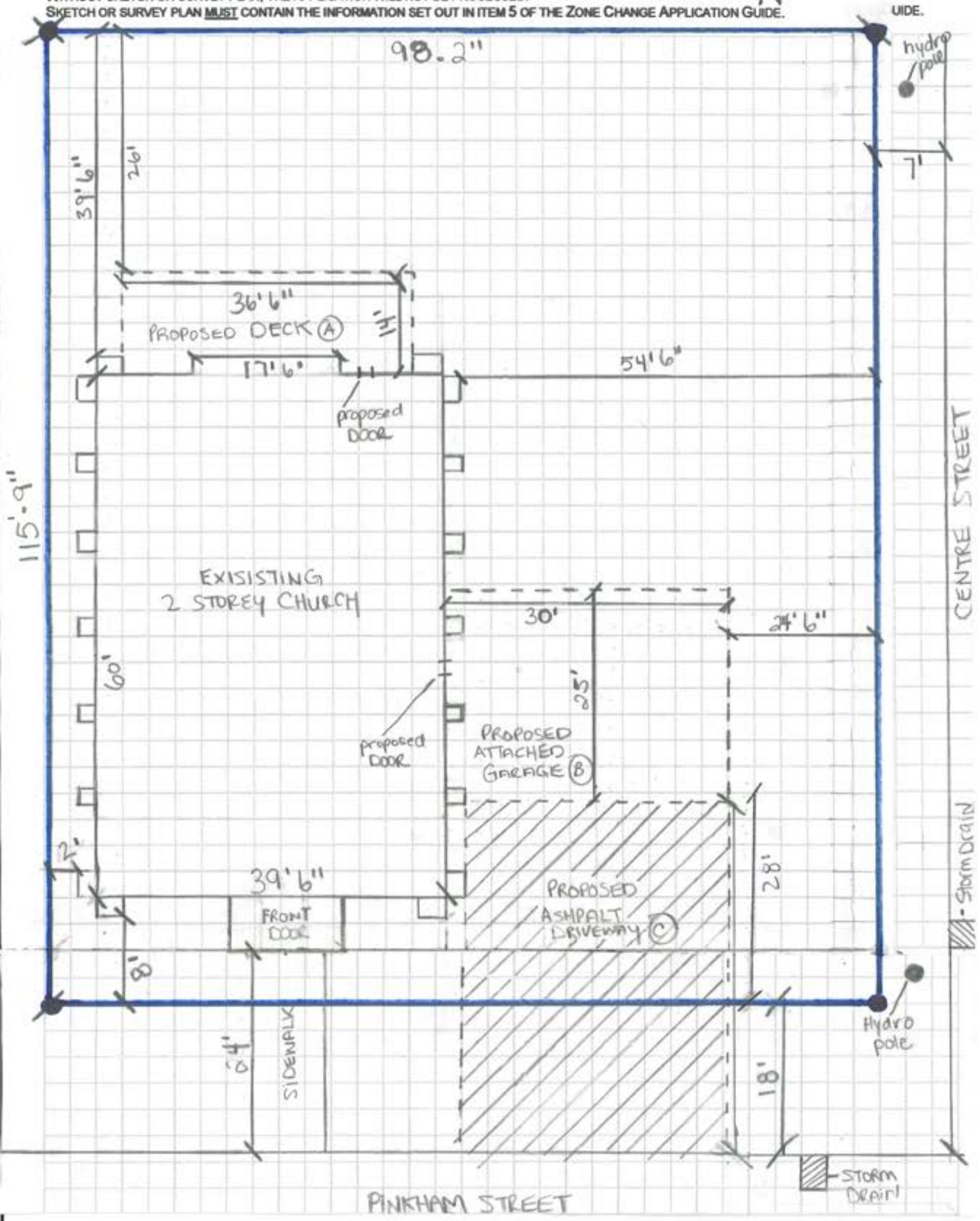
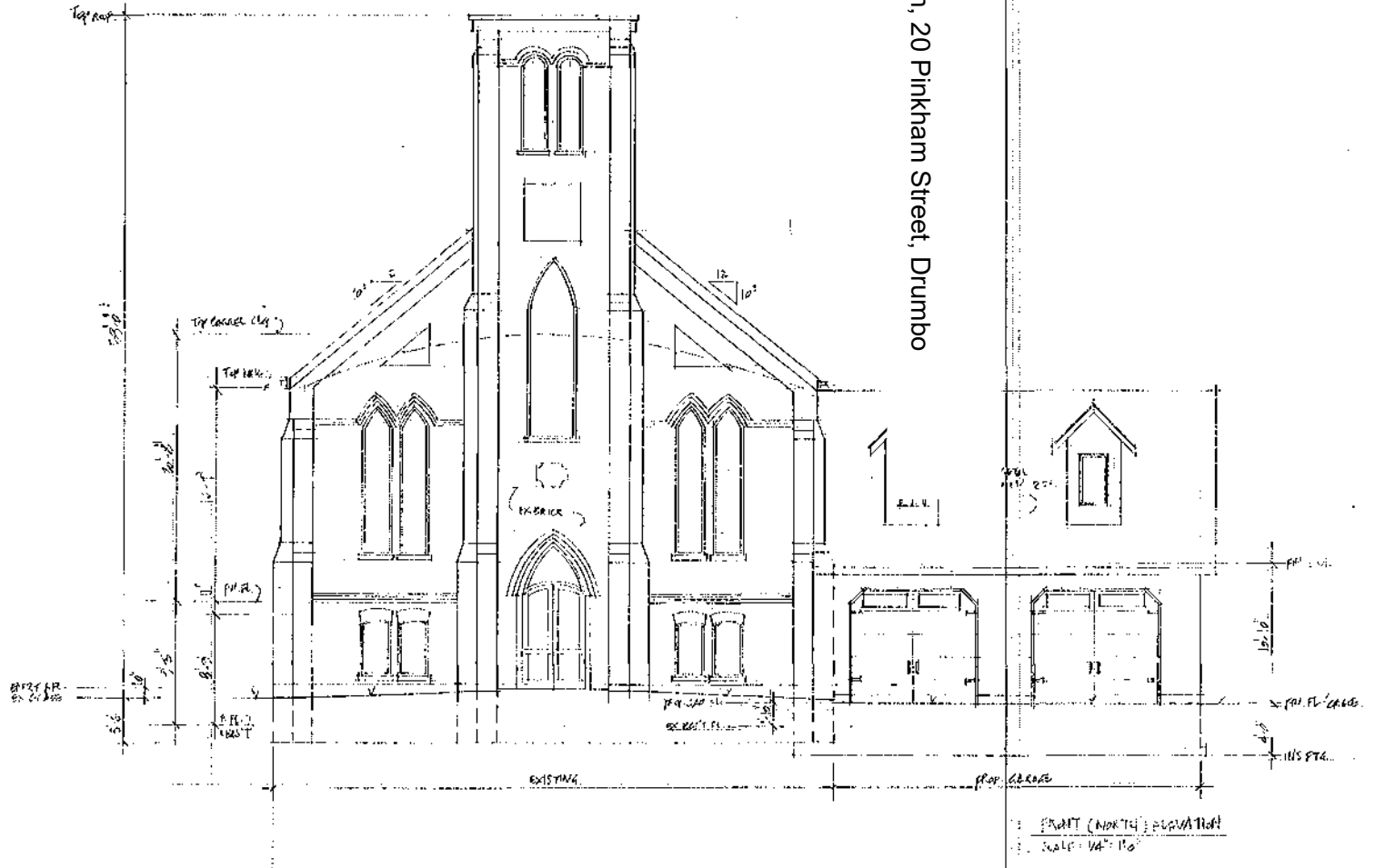


Plate 3: Applicant's Sketch  
 File No. ZN1-22-04 (Church Street Properties)  
 Pt Blk E, Plan 104, Township of Blandford-Blenheim, 20 Pinkham Street, Drumbo

Blandford-Blenheim, 20 Pinkham Street, Drumbo  
Blandford Properties)

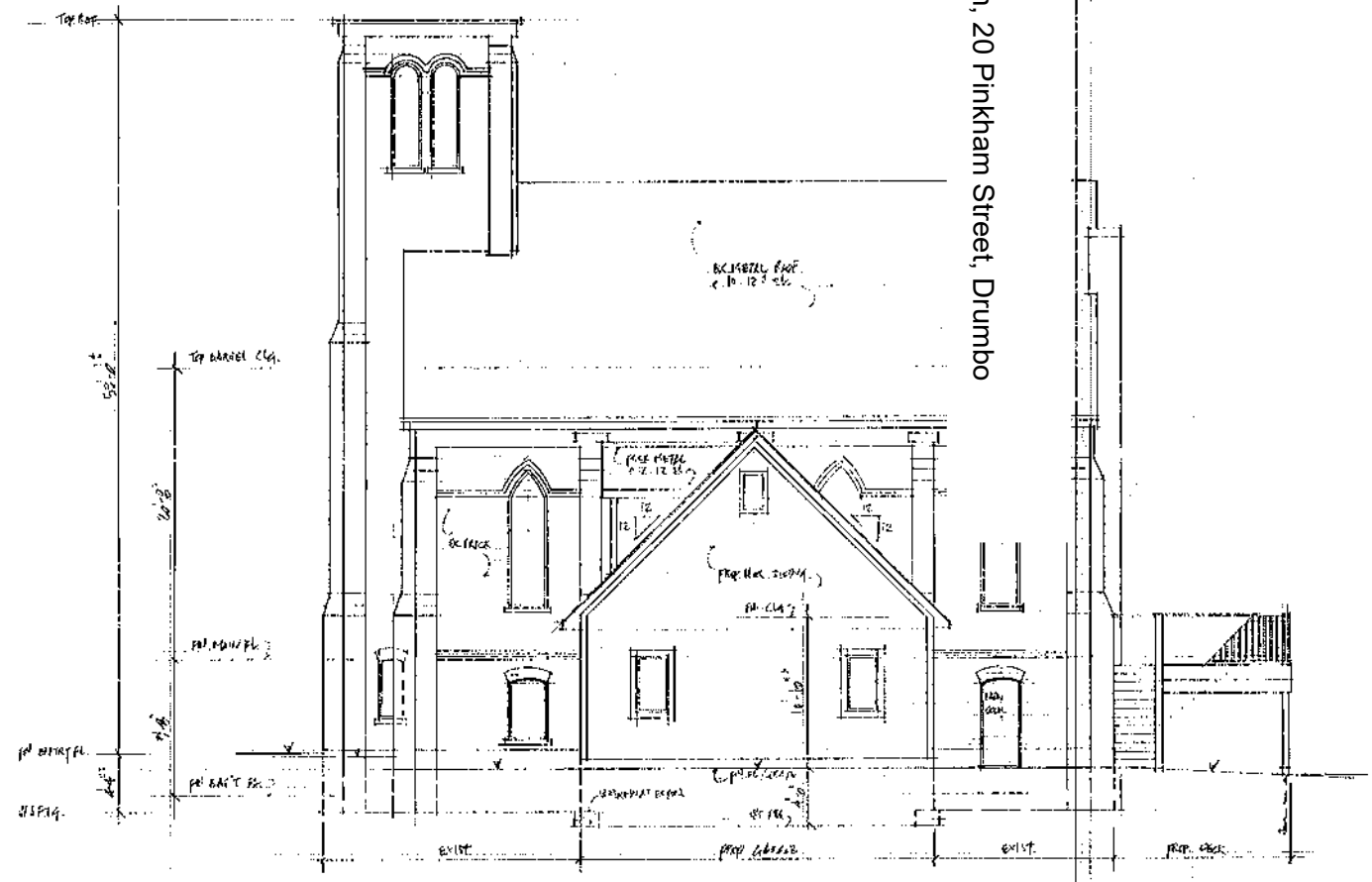


PROP. RENOVATION/ADDITION AT  
EXISTING CORNER OF  
20 PINKHAM STREET DRUMBO ONT  
IN FRONT CORNER  
OF OLD SIMON KARLSON

12/1 2008 10:00 PM



et Properties)  
 Blandford-Blenheim, 20 Pinkham Street, Drumboro

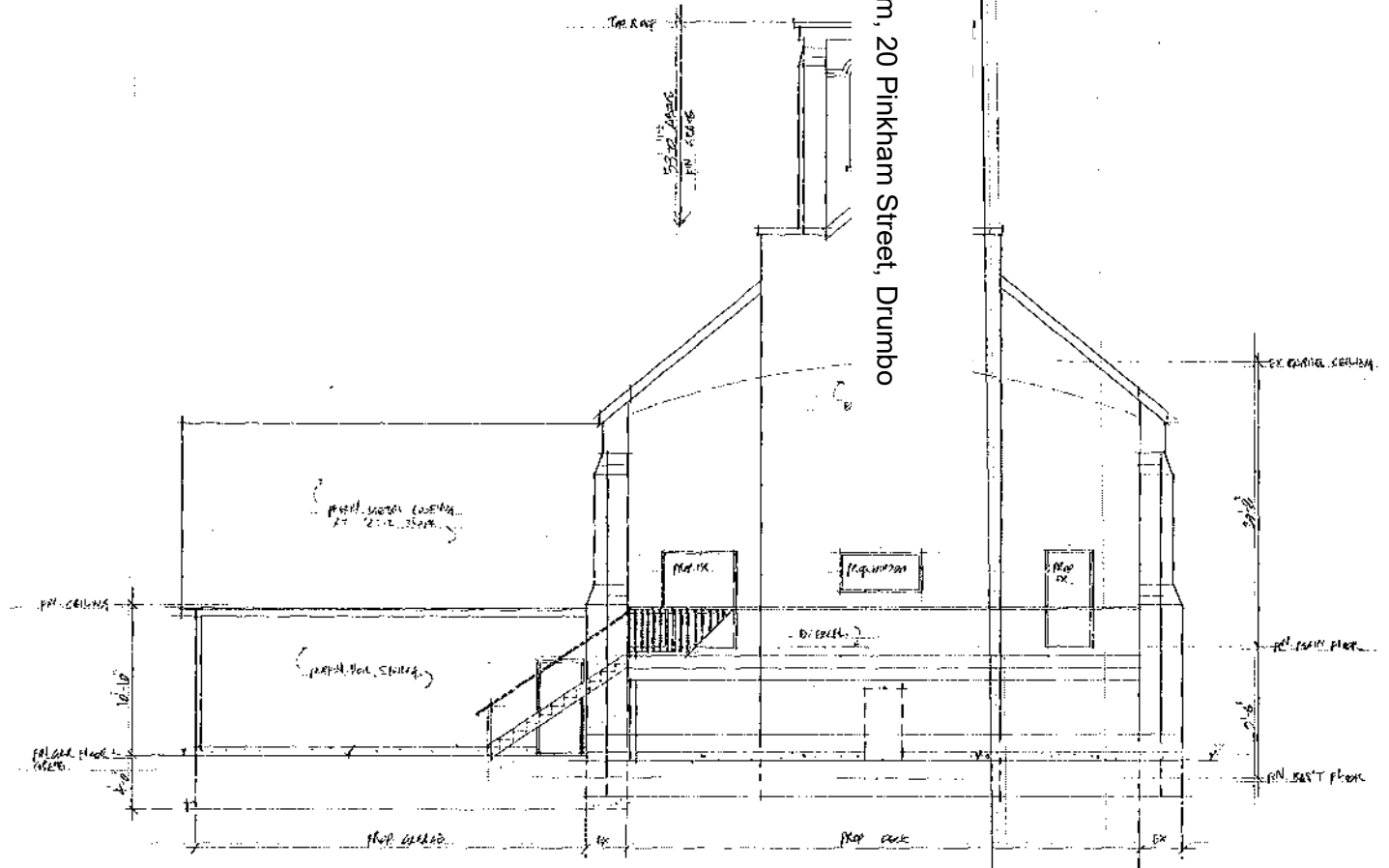


MAINT-SIDE (WEST) ELEVATION  
 Scale: 1/4" = 1'-0"

PROP. RENOVATION/ADDITION AT  
 EXISTING BUILDING AT  
 20 PINKHAM STREET, DRUMBORO, VERT.  
 DISTRICT COUNTY  
 BY: RAOUL WILSON WILSON

1/20 2025 S.A.P. 10/2/25

Street Properties)  
 of Blandford-Blenheim, 20 Pinkham Street, Drumbo



PROPOSED SECTION  
 SCALE: 1/4" = 1'-0"

PROPOSED RENOVATION / ADDITION AT  
 EXISTING GARAGE AT ...  
 20 PINKHAM STREET DRUMBO, DIST.  
 SHERBROOKE COUNTY  
 BY: RISP & LANGE ARCHITECTS

Township of Blandford-Blenheim  
Committee of Adjustment  
Council Chambers, 47 Wilmot St. S. Drumbo  
Streamed to Township's YouTube  
Wednesday, April 20<sup>th</sup>, 2022  
4:01 p.m.

## **COMMITTEE OF ADJUSTMENT MINUTES**

The Township of Blandford-Blenheim Committee of Adjustment met at 4:01 p.m.

Present: Mayor Peterson, Members Balzer, Banbury, and Read

Staff: Baer, Borton, Harmer, Krug, Matheson, Mordue, Richardson and Scherer.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

### **Disclosure of Pecuniary Interest**

None.

### **Minutes**

#### **i. April 6<sup>th</sup>, 2022 Meeting of the Committee of Adjustment**

Verbal adoption of the Minutes of the Meeting of the Committee of Adjustment.

Moved by – Councillor Banbury  
Seconded by – Councillor Read

### **Applications**

#### **i. Application for Minor Variance MVA-02-22 Larenwood Farms c/o Chris McLaren at 935603 Blenheim Road**

The Planner presented the report, recommending denial. The applicant was present and spoke in favour of the application. Council asked several questions and the applicant answered. Chris Perry of 767382 Township Road 5, Drumbo spoke in opposition of the application. Council asked further questions that were answered by both the Perrys, the McLarens, staff and the Planner.

Verbal motion to approve the application.

Moved by – Councillor Banbury  
Seconded by – Councillor Read

For application A02-22 the decision was signed as approved with the conditions noted.

The Committee adjourned at 4:54 p.m. and the Open Council meeting resumed.

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A03-22**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment  
**MEETING:** July 6, 2022  
**REPORT NUMBER:** 2022-262

**OWNERS:** Mackenzie Woodall & Melinda Mokren  
28 George Street, Bright, ON N0J 1B0

**REQUESTED VARIANCE:**

1. Relief from **Section 5.30.1, Table 5.30.1 – Permitted Projections into Required Yards** to allow for a reduction of the minimum required setback from a covered deck/stairs and a front lot line from the required 4 m (13.1 ft) to 1.3 m (4.2 ft).

**LOCATION:**

The subject property is described as Lot 64, Plan 152, in the Township of Blandford-Blenheim. The subject lands are located on the north side of George Street between Hewitt Street West and Baird Street South, and are municipally known as 28 George Street.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Village
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Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Settlement
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

Residential Type 1 Zone (R1)

**COMMENTS:**(a) Purpose of the Application:

The applicants have applied for the addition of a covered front deck of the existing legal non-complying dwelling. The dwelling is considered to be legal non-complying as the front yard depth is currently deficient. It is proposed that the new front porch will be 16.8 m<sup>2</sup> (181 ft<sup>2</sup>) in size.

The subject lands has an approximate area of 662.7 m<sup>2</sup> (7,133.2 ft<sup>2</sup>). According to assessment records, the existing dwelling was constructed in 1900. The subject lands are located within an established residential neighbourhood made up of predominately single detached dwellings.

Plate 1, Existing Zoning & Location Map, shows the location of the subject property and existing zoning in the vicinity.

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands.

Plate 3 Applicants' Sketch, identifies the location of the existing dwelling on the subject lands as well as the location of the proposed front porch.

(b) Agency Comments:

The Township Director of Protective Services, the Township Drainage Superintendent, the Township Director of Public Works, the Oxford County Public Works Department, and the Grand River Conservation Authority (GRCA) had no comments or concerns regarding the proposal.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners in accordance with the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject property is located within the Village of Bright, which is designated as a 'Village' according to the Settlement Strategy Plan contained within the County Official Plan. Bright is also designated as a 'Settlement' according to the Township of Blandford-Blenheim Land Use Plan.

It is the opinion of the Planning office that this application complies with the intent and purpose of the Official Plan as the application represents an expansion to an existing dwelling. The proposed front yard deck will provide additional living space for the applicant, and is not expected to introduce any new impacts to surrounding uses or the public right-of-way.

(e) Intent and Purpose of the Zoning By-Law:

The subject property is currently zoned 'Residential Type 1 Zone (R1)' according to the Township's Zoning By-law, which permits a single-detached dwelling and accessory structures thereto.

Dwellings upon R1 zoned lots are required to have a minimum front yard depth of 7.5 m (24.6 ft). The purpose of the required minimum front yard depth provision is to ensure that there is adequate separation between buildings on the lot and the public road right-of-ways. The existing dwelling

currently maintains a front yard depth of approximately 3.5 m (11.4 ft) and an interior side yard width of approximately 3.2 m (10.4 ft).

The proposal would see the construction of a 16.8 m<sup>2</sup> (181 ft<sup>2</sup>) covered deck in the front yard while maintaining a 1.8 m (5.9 ft) front yard width. The proposed deck would be 8.1 m (26.5 ft) long to match the width of the dwelling. The proposed deck would also have a depth of 1.6 m (5.2 ft). The attached steps of the covered deck would project 0.5 m (1.6 ft) for a total front yard width of 1.3 m (4.2 ft).

Staff note that while the front yard depth is proposed to decrease by 2.2 m (7.2 ft) from the existing and already deficient depth, Staff note that the reduced front yard depth is not out of character with the surrounding immediate area. As an example, 35 George Street, which is to the immediate west of the subject lands, and 32 George Street, which is to the immediate east of the subject lands, appear to maintain front yard depths that are similar to the request of the subject application. Further, the Township's Director of Public Works Department, which governs George Street, have indicated no concerns with the proposal.

Staff are of the opinion that the addition of a covered front porch is appropriate in this instance as it will only marginally further impede into already existing and deficient dwelling front yard depth. The addition of the covered front porch will provide additional living space for the applicant while not being out of character with the surrounding neighbourhood and maintains the purpose and intent of the Zoning By-law.

(f) Desirable Development/Use:

It is the opinion of this Office that the applicants' request can be considered minor and desirable for the development of the subject property. The proposed relief will provide additional living space for the applicant and as the proposed relief is not anticipated to further impede adjacent road right-of-ways, the requested relief can be considered minor.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan and Township Zoning By-law and can be given favourable consideration.

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A03-22, submitted by Mackenzie Woodall & Melinda Mokren, for lands described as Lot 64, Plan 152, municipally known as 28 George Street, as it relates to:

1. Relief from **Section 5.30.1** of the Zoning By-law, to allow for a reduction of the maximum front yard setback for projection of a covered deck and steps from the required 4 m (13.1 ft) to 1.3 m (4.2 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to a deck of the approximate size and location as depicted on Plate 3 of Report CP 2022-262.

As the proposed variance is:

- (i) deemed to be a minor variance from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- (iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

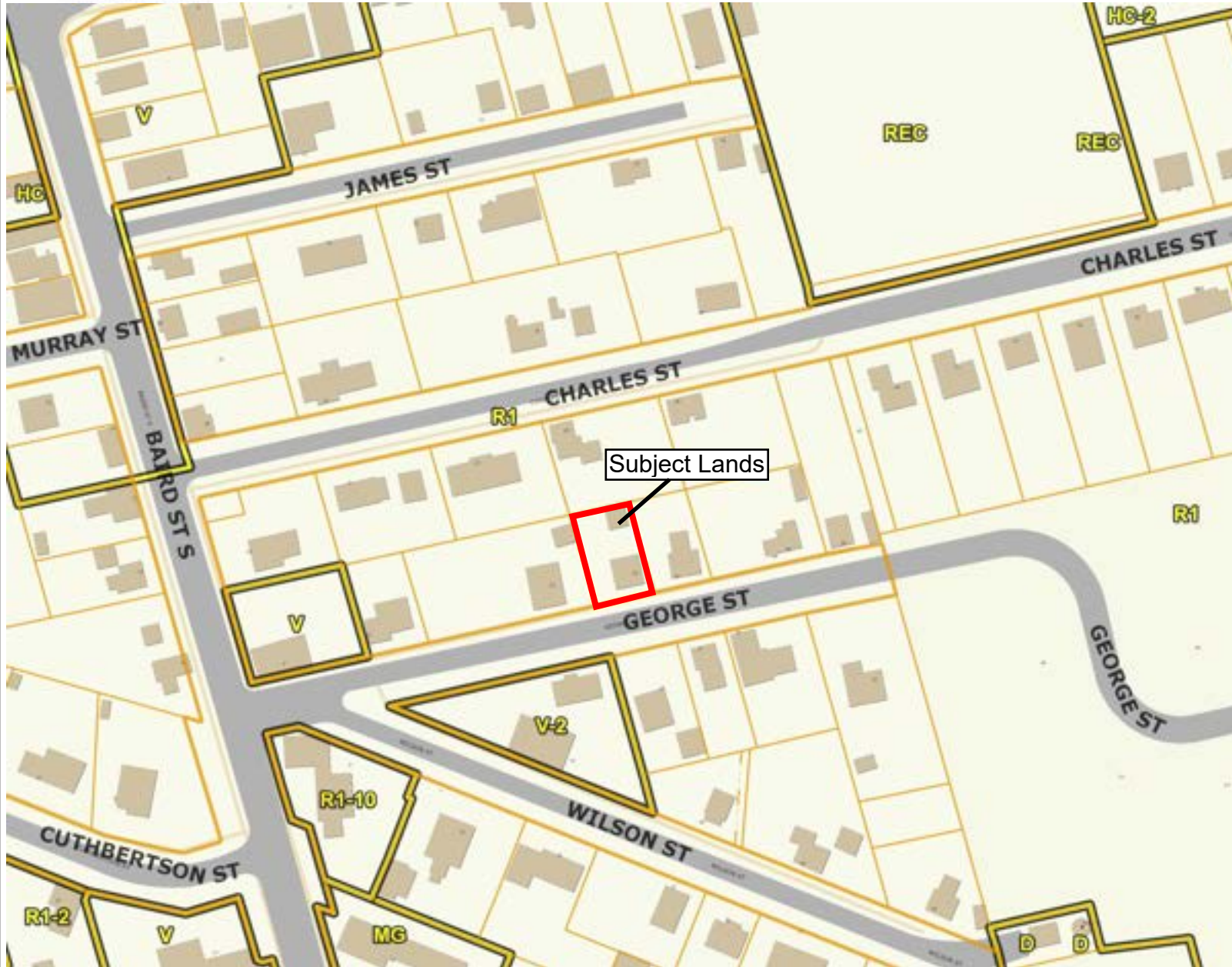
Authored by:

Dustin Robson, MCIP, RPP,  
Development Planner

Approved for submission by:

Eric Gilbert, MCIP, RPP,  
Senior Planner





**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - 100 Year Flood Line
  - 30 Metre Setback
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  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

**Notes**



0 51 102 Meters

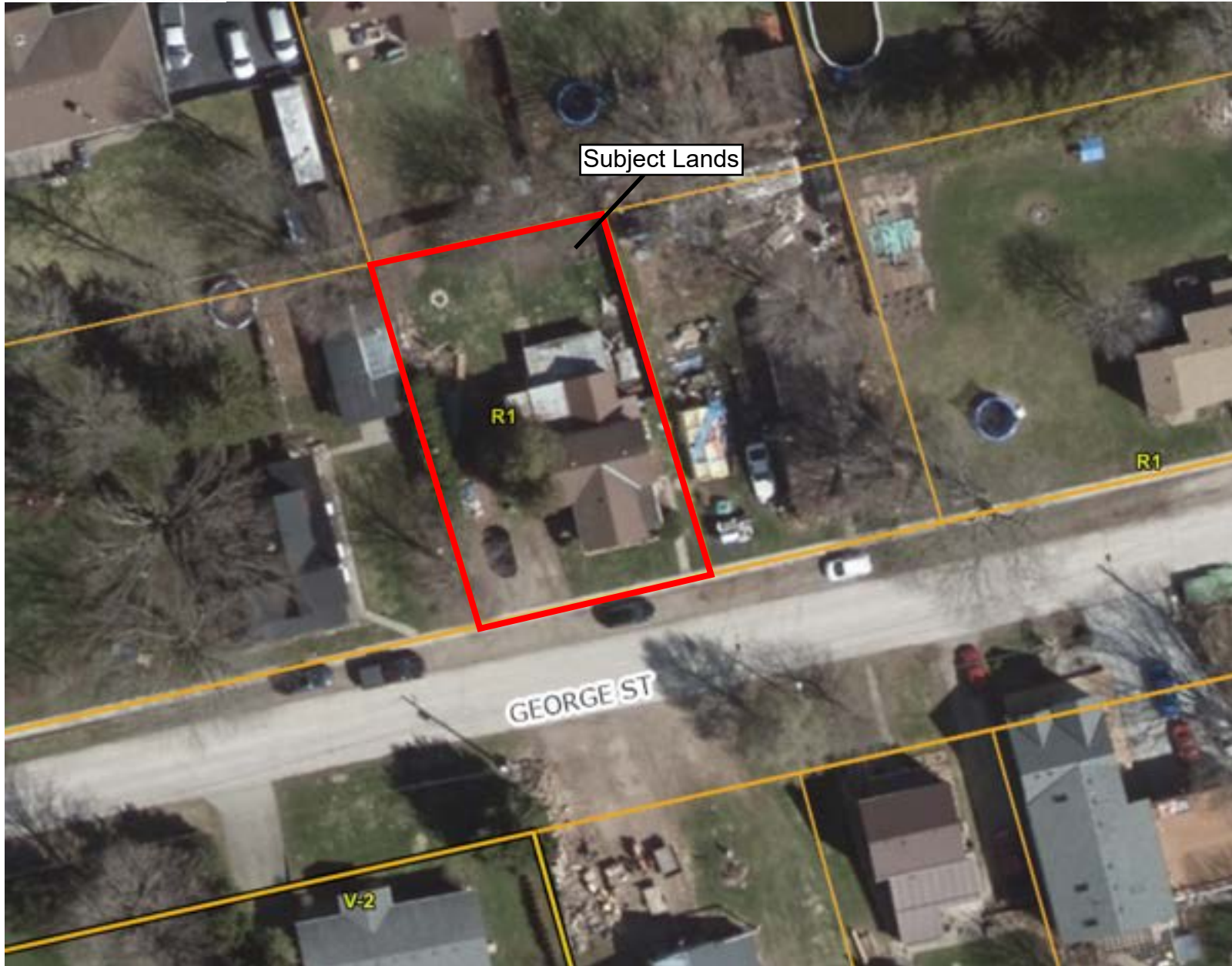


NAD\_1983\_UTM\_Zone\_17N



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June 13, 2022



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**Notes**



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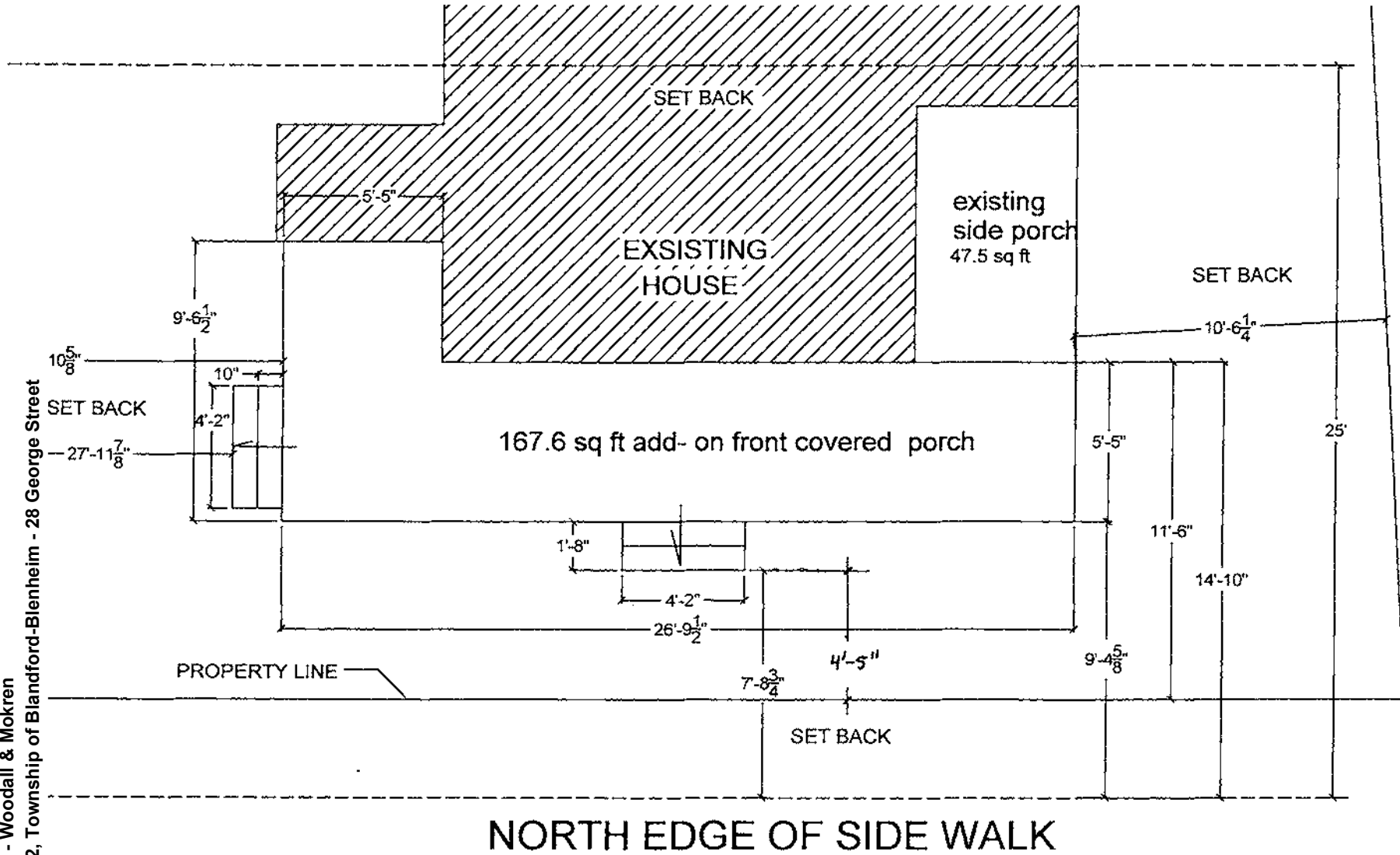


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June 13, 2022



Plate 3: Applicant's Sketch  
File No.: A3-22 - Woodall & Mokren  
Lot 64, Plan 152, Township of Blandford-Blenheim - 28 George Street



NORTH EDGE OF SIDE WALK

**To: Mayor and Members of Township of Blandford-Blenheim Council**

**From: Meghan House, Development Planner, Community Planning**

## **Official Plan Amendments to Implement Additional Residential Units (ARUs) in Rural Areas**

### **REPORT HIGHLIGHTS**

---

- The Planning Act requires municipalities to establish Official Plan policies and Zoning By-law provisions to permit an 'additional residential unit' (ARU) in single detached, semi-detached and rowhouse dwellings, and/or in a structure ancillary to such dwellings.
- County Council directed Planning staff to initiate an amendment to the County Official Plan with respect to additional residential units in the County's rural areas on January 26, 2022 (Report CP 2022-16). County Council also directed Planning staff to initiate consultation with the five Townships regarding related local zoning considerations as part of the policy review process.
- This report outlines the key changes to the Official Plan policies that are currently being proposed by Planning staff to reflect the provincial direction. A proposed draft of the amended policies is attached as Attachment 1 to this report.
- The direction and feedback from Township Council with respect to the proposed amendments will be forwarded to County Council to inform their consideration of the proposed Official Plan amendments. Individual Townships will be responsible for implementing the Official Plan policies through their Zoning By-law and a template for the proposed zoning amendments has been developed and included with this report to facilitate discussion.

### **DISCUSSION**

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#### **Background**

County Council directed Planning staff to initiate an amendment to the County Official Plan with respect to additional residential units (ARUs) in the County's rural areas (i.e. the five townships) on January 26, 2022 (Report CP 2022-16). County Council also directed Planning staff to initiate consultation with the Townships regarding related local zoning considerations as part of the policy review process.

Planning staff had initial discussions with staff from each Township and County Public Works to discuss the implementation of Additional Residential Units (ARUs) in the rural areas. Draft policies were later circulated for review and comment to Township staff, Oxford County Public Works, and Oxford County Manager of Housing Development. Comments have been incorporated into the attached draft policies and zoning template.

This report outlines the key changes to the Official Plan policies that are currently being proposed by Planning staff. Township staff and councils will have further opportunities to discuss and develop zoning provisions following any approval of the proposed policies. Direction and feedback from Township council with respect to the proposed amendments is being sought and will be forwarded to County Council as part of the formal Official Plan Amendment process.

The following commentary provides an overview of the legislative and policy framework that applies to Additional Residential Units (ARUs), a description of the proposed policies and further implementation considerations.

### PLANNING ACT

The Planning Act provisions require that Official Plans shall contain policies that authorize the use of additional residential units by authorizing:

- The use of two residential units in a detached house, semi-detached house or rowhouse; and,
- The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.

The Act also requires that each local municipality ensure that their zoning bylaws give effect to the policies described above. The Planning Act does not specifically define 'additional residential units'. Further, the Planning Act restricts appeals of ARU official plan policies and zoning by-law provisions so that only the Minister of Municipal Affairs and Housing has the right to appeal municipal decisions on such matters to the Ontario Land Tribunal (OLT).

The accompanying Planning Act regulations (O. Reg. 299/19) set out specific requirements and standards with respect to additional residential units, as follows:

- Each additional residential unit shall have one parking space that is provided and maintained for the sole use of the occupant of the additional residential unit and it may be a tandem space;
- An additional residential unit may be occupied by any person regardless of whether the person who occupies the additional residential unit is related to the person who occupies the primary residential unit and whether the person who occupies either the primary or additional residential unit is the owner of the lot; and
- Where the use of additional residential units is authorized, an additional residential unit is permitted, regardless of the date of construction of the primary residential unit.

### 2020 PROVINCIAL POLICY STATEMENT

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

The 2020 amendments to the PPS introduced a number of new and updated policies intended to increase the supply and mix of housing, including:

- Requiring that a range of housing options and densities be planned for in order to meet projected housing demand;
- Added references to the terms 'affordable' and 'market-based' in the policies pertaining to the determination of housing need;
- Requiring that planning decisions be aligned with local housing and homelessness plans; and,

- Adding specific references to the term 'additional residential units' in the housing policies.

The term 'additional residential units' is specifically referenced in two sections of the PPS (Sections 1.1 and 1.4). However, the latter policies are the most relevant in terms of providing direction on Provincial expectations:

Section 1.4 - Housing - Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by permitting and facilitating all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3.

The PPS does not include a definition of Additional Residential Unit, but includes the term within the definitions of 'Housing Options' and 'Residential Intensification' as follows.

*Housing Options* - means a range of housing types such as, but not limited to single detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, multi-residential buildings. The term can also refer to a variety of housing arrangements and forms such as, but not limited to life lease housing, co-ownership housing, co-operative housing, community land trusts, land lease community homes, affordable housing, housing for people with special needs, and housing related to employment, institutional or educational uses.

*Residential Intensification* - includes the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, additional residential units, rooming houses, and other housing options.

The above noted PPS policies generally require that municipalities provide for an appropriate range and mix of housing options and densities to meet projected need in appropriate locations (e.g. fully serviced settlement areas), by permitting and facilitating all types of residential intensification, including additional residential units. However, this direction also needs to be balanced with various other PPS policies pertaining to such matters as the protection of prime agricultural areas and other natural resources, land use compatibility, consideration of natural and man-made hazards, ensuring development is appropriately serviced, and directing growth and development to settlement areas.

#### OFFICIAL PLAN

The existing Official Plan policies do not specifically address the current Provincial direction with respect to Additional Residential Units (ARUs). However, the Plan does contain policies that support various forms of residential intensification in rural settlements, including converted dwellings and backyard infill, and, to some extent, outside of settlements through the conversion of an existing dwelling into two dwelling units. The existing Official Plan policies that are applicable to intensification in the form of an additional dwelling unit in a principal dwelling and/or in a structure ancillary are summarized below.

#### **Additional Units in Rural Settlements**

Section 6.1 – Rural Settlement Strategy, contains policies that promote a range and mix of housing and appropriate infill development and intensification of land and buildings in rural settlements consistent with the level of municipal services available and taking into consideration

various other matters, such as environmental features and constraints and compatibility with existing or planned development.

More specifically, the policies of Section 6.2.2.2 – Converted Dwellings, permit Township Council to zone areas or properties to permit single detached dwellings within Rural Cluster and Village designations to be converted into two residential units in accordance with the following criteria:

- Existing municipal services or private services will be adequate to accommodate the proposed conversion;
- Lot sizes are sufficient to accommodate the required off-street parking without detracting from the visual character of the area; and,
- Existing dwellings are generally of a size sufficient to accommodate the creation of an additional dwelling unit.

Within Low Density Residential areas of Serviced Villages, Area Council may zone areas to permit detached, semi-detached, duplex and townhouse dwellings to be converted into two residential units. These policies also state that Area Council may zone areas to permit the conversion of dwellings for more than two dwelling units in accordance with the following criteria:

- that the area is characterized by a mixture of dwelling types;
- lot sizes are generally sufficient to accommodate the required parking without detracting from the visual character of the area; and
- the existing dwellings are generally of sufficient size to accommodate the creation of additional dwelling units.

The Zoning By-law may limit the number of units that may be contained in a converted dwelling and specify minimum lot and/or dwelling size requirements for conversion. Further, the Zoning By-law may also limit the extent of structural changes or additions that may be permitted in order to maintain the external character of the dwelling. In addition, the policies state that converted dwellings with more than two dwelling units may be subject to site plan control.

With respect to policies pertaining to the establishment of a dwelling unit in an accessory residential structure, Section 6.2.2.1 – Infill Housing contains policies with respect to backyard infilling that apply to residential areas in all rural settlements. These policies allow for various forms of residential development in a rear yard, such as the construction of a residential structure behind a building facing a street, the conversion of secondary structures for residential purposes and establishment of a granny flat or garden suite. However, in Villages and Rural Clusters, residential development involving more than two units is not permitted due to reliance on private or partial water and wastewater services.

Various development criteria are provided for evaluating such infill proposals, including siting of buildings and parking areas, parking and access, adequacy of services and application of site plan control.

### **Additional Units in Other Rural Areas**

Section 4.2.2.1 – Rural Area applies to the lands in the County that are located outside of a designated settlement. This section contains policies that permit converted dwellings, to a maximum of two units per dwelling, on a farm unit or non-farm lot in the Agricultural Reserve, Open Space and Future Urban Growth designations. The policies indicate that Area Council may zone an area or property to permit the conversion of dwellings for two dwelling units, subject to addressing criteria pertaining to such matters as adequacy of servicing, Minimum Distance Separation Formula, parking, lot and dwelling size and impact on environmental resources.

These policies also state that the Zoning By-Law may specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling, the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.

The current Official Plan policies also allow for the establishment of a garden suite as a temporary use on a farm or non-farm lot containing a dwelling, in accordance with the policies contained in Section 10.3.9., which set out various development criteria relating to servicing, location, buffering, MDS, minimum lot area, etc.

The current Official Plan, and the amendments approved by County Council through the agricultural policy review, also contain policies that allow for the establishment of an additional accessory dwelling on a farm for the purposes of accommodating full-time farm help, where it is demonstrated to be necessary to support the farm operation. The policies and development criteria for the establishment additional accessory dwelling(s) on a farm will remain distinct and separate from the proposed ARU policies.

In summary, the existing Official Plan policies already allow Township Councils to zone properties or areas to allow for the establishment of an additional unit in a principal dwelling (i.e. converted dwelling) and/or an accessory residential structure (i.e. backyard infill policies) in a fully serviced Village and, to a lesser extent, in other settlement and rural areas, subject to meeting various development criteria. These existing policies provide a framework for the incorporation of specific ARU policies into the Official Plan and should be amended to ensure that they clearly reflect the current Provincial direction on ARUs.

#### TOWNSHIP ZONING BY-LAWS

Much of the Provincial and Official Plan policy direction with respect to ARUs will be implemented through the provisions of the Area Municipal Zoning By-laws. As such, each Township Zoning By-law will also require review and update to ensure the permitted uses and provisions address the current Provincial direction and updated Official Plan policies, as well as any local constraints or objectives for such units.

The majority of the zones in the Township that permit a single-detached dwelling also permit a 'converted dwelling', with the exception of the 'Highway Commercial Zone (HC)' and the 'Mobile Home Park Zone (RMH)', and a temporary 'garden suite' is permitted in agricultural zones (i.e., A1 and A2), rural residential zones (i.e., RE and RR), and 'Residential Type 1 Zone (R1)', subject to a site specific zone change application and compliance with the provisions for such units set out in the General Provisions of the By-law. The Zoning By-law does not currently contain any provisions that would address the establishment of a permanent dwelling unit in a structure ancillary to a residential use.

The existing 'Residential Type 2 (R2) Zone' permits buildings containing two units (i.e., duplexes and semi-detached dwellings) and the 'Residential Type 3 Zone (R3)' permits a variety of multiple unit buildings. These zones are generally applied to residential lots in Serviced Villages.

Further, an additional single detached dwelling is permitted in agricultural zones (i.e., A1 and A2), subject to approval by the Committee of Adjustment. These dwellings are intended for accommodating full-time farm help, where it is demonstrated to be necessary to support the farm operation and are distinct from ARUs.

The current requirement for a site specific zone change for converted dwellings and garden suites allows for review and confirmation of adequate on-site sewage disposal and/or water services



and compliance with other applicable development criteria (i.e. minimum lot and dwelling size, location on the lot, MDS etc.), prior to allowing for such units to be established on a lot.

If a more 'as of right' zoning approach for the establishment of 'additional residential units', is to be considered, as generally encouraged by the Province, the County and Townships would need to ensure that any applicable Official Plan development criteria (i.e. adequacy of servicing, access, layout, compatibility etc.) for such units could be adequately addressed through zoning provisions and the building permit review process. A draft zoning template has also been developed and attached as Attachment 2 to this report to illustrate how the proposed Official Plan policies could be addressed in an amendment to the Township Zoning By-law. Townships will still have the opportunity to consider local objectives and review the detailed zoning provisions following any approval of amended Official Plan policies through the zoning by-law amendment process. Planning staff will continue to assist and advise the Township in this regard.

### Agency Comments

Planning staff had initial discussions with staff from each Township and County Public Works to discuss the implementation of Additional Residential Units (ARUs) in the rural areas. Subsequently, draft policies were circulated for review and comment to Township staff, Oxford County Public Works, and Oxford County Manager of Housing Development and changes were made in response to comments received.

In general, Township of Blandford-Blenheim staff indicated that priorities are: adequate parking for new units without impacting the function and maintenance of municipal streets and stormwater management system (e.g., no new driveways, maintain maximum coverage for buildings and parking areas, require minimum parking and landscaping); having access to units in case of an emergency; and, managing increased demands on municipal water and wastewater systems. Township staff noted that some of the proposed Official Plan policies (e.g., maximum distance of 20 m from the principal dwelling on a farm and maximum gross floor area of 100 m<sup>2</sup>) may not permit enough flexibility to recognize existing farm layouts and typical proposals for larger dwelling units in the rural areas.

County of Oxford Public Works indicated that the rural Townships comprise several small drinking water systems and wastewater collection and treatment facilities, some of which are at or nearing capacity and have limited potential for expansion. It was further identified that older lots may have outdated or deteriorating connections and lot level infrastructure (e.g., small pipe diameter), as the water and sewer connections must be shared by all units, this could result in poor performance or required upgrades for property owners. The attached draft policies require confirmation of servicing capacity prior to development of ARUs so that increased demands on municipal water and wastewater systems can be managed and/or monitored. Discussions are ongoing regarding establishment of a formal process for confirming servicing capacity prior to approval of ARUs in settlements that have municipal water and/or wastewater services.

The County of Oxford Manager of Housing Development indicated support for policies to permit the establishment of additional residential units in the rural townships as a way to increase the supply and range of rental housing across the County. Additional residential units make homeownership more affordable by providing additional income to property owners, increase independent accommodation options for seniors, and leverage private housing stock to increase the supply of 'missing middle' housing. Overall, flexible policies and provisions to support the creation of ARUs can assist to provide more opportunities to address the current lack of rental housing supply across the entire County.

Comments have been incorporated in the attached draft policies and zoning template where appropriate and/or noted for future discussions during the development of zoning provisions.

### Public Consultation

A Speak Up Oxford page has been created and all information regarding implementation of ARUs in the rural Townships will be made available on that page. Examples of information to be posted includes: staff contact information; comment submission forms and/or surveys; staff reports and presentations; infosheets (under development); dates for Township Council consultation meetings; and the date of the formal Public Meeting to be held at County Council. Staff has also been compiling a list of interested property owners and members of the public who will be contacted directly to address any questions and obtain feedback.

### **Planning Analysis**

Under the Planning Act, the Official Plan must contain policies that authorize the use of an 'additional residential unit' in a detached, semi-detached or rowhouse dwelling and/or in a structure ancillary to such dwelling types. In Oxford, this will involve updating the Official Plan to include specific policies to enable and guide the establishment of ARUs in each of the Area Municipalities, consistent with the applicable Planning Act and PPS direction. Each of the Area Municipalities in the County would then be responsible for enacting applicable Zoning By-Law provisions, and any other tools and measures they may feel are necessary, to implement the Provincial direction and Official Plan policies for ARUs at the local level. The attached draft Official Plan policies (Attachment 1) provide the basis for permitting ARUs while addressing other County-wide interests, but Townships may choose to establish more detailed local requirements for such units.

Planning staff's current understanding of the Provincial direction on ARUs is that such units are largely expected to be permitted 'as of right', unless there is a clear planning basis for not doing so. Permitting units 'as of right' generally means that no planning application process would be required (i.e. only compliance with applicable zoning and building permit requirements). However, it is also understood that municipalities are permitted to develop reasonable local standards and minimum requirements that will need to be met for such units to be established.

Planning staff have reviewed various other municipal approaches with respect to Official Plan policies for the establishment of ARUs and it appears most have taken a relatively high level, permissive approach, particularly for ARUs located within the principal dwelling in fully serviced settlements. Municipal approaches to allowing for ARUs in an ancillary residential structure and/or in privately/partially serviced settlements and rural areas vary considerably, from 'as of right' type approaches to not being permitted. All municipalities reviewed have established specific standards for the development of ARUs. Although the level of detail varies considerably depending on local interests (e.g., urban versus rural, municipal/organizational structure, presence of environmental and servicing constraints), it appears that all municipalities limit the size and location of ARUs to so that they remain secondary to the principal dwelling.

## Proposed Amendments to Official Plan Policies

Planning staff have prepared the attached 'consultation draft' of amendments as Attachment 1 to this report. The proposed amendments primarily affect Sections 4.2.2.1 (Growth Management - Rural Area) and 6.2 (Residential Uses in Rural Settlements), with some minor amendments to Sections 3.1 (Agricultural Area) and 6.3 (Commercial Uses in Rural Settlements) to reflect new terminology and clarify that severing ARUs from the principal dwelling would not be permitted. The latter sections have not been included in Attachment 1 as they comprise references to the main amendments in Section 4.2 and 6.2 and are spread out throughout the sections. Housekeeping amendments with respect to garden suites in Section 10.3.9 (Temporary Use) are also proposed, as the Planning Act provisions were changed to permit garden suites to remain for up to twenty years.

The general intent of the proposed amendments is to ensure consistency with the current Provincial direction on ARUs, while also establishing appropriate review criteria to inform and support the development of appropriate zoning provisions for each Township. The proposed approach would also allow for each Township to utilize other local implementation measures, such as licensing, property standards, and site plan control, where deemed to be appropriate.

In general, the expectation is that the specific details as to where these units will be permitted and what local development standards will apply will be largely determined at the Area Municipal level based the Official Plan policy criteria, local land use context and adequacy of private services.

The overall policy approach currently being proposed by Planning staff is described as follows:

- Establish a definition for 'additional residential units' and specifically reference that term in the updated policies, including replacement of all instances of the term 'converted dwellings' throughout the rural sections of the Plan. A definition of ARU(s) was added through recent amendments to Official Plan policies for the City of Woodstock and this definition would also apply to any updated policies for the rural Townships. The following definition of an ARU was approved by County Council (OPA 271), on February 23, 2022:  
*Additional Residential Unit (ARU)* means a separate, self-contained dwelling unit located within a single detached, semi-detached or street townhouse dwelling, or within a detached building ancillary to such dwelling, and which is located on the same lot as, and is clearly subordinate to the principal dwelling.
- Require that each Township establish appropriate zoning provisions to allow for ARUs in single detached, semi-detached and townhouse dwellings and/or in an ancillary structure, where they are satisfied various development review criteria can be met;
- Maximum number of ARUs permitted per lot:
  - the Official Plan policies would provide upper limit of number of ARUs per lot. The Township could further limit the number or type of ARUs permitted by zone and/or limit or prohibit ARUs in specific areas where there are known servicing or other constraints. The draft policies permit the following:
    - up to two ARUs per lot (i.e. one in the principal dwelling and/or one in an ancillary structure) in a Serviced Village, subject to confirmation of available water and wastewater servicing capacity;
    - one ARU per lot in the principal dwelling or in an ancillary structure in other settlements (i.e. Rural Clusters and Villages without full services); and,
    - up to two ARUs per lot (i.e. one in the principal dwelling and/or in an ancillary structure) on an agricultural or rural residential lot. Agricultural properties (i.e., farm units) that already contain more than one dwelling would be limited to two ARUs total. It is proposed that an ARU in an ancillary structure on a farm would

be subject to approval by the Committee of Adjustment to confirm that the location of the unit and servicing meets the policies. Retaining an approval process in this case is intended to provide the opportunity to evaluate proposals against the policy criteria and apply conditions rather than having rigid standard zoning provisions.

- **Criteria for all ARUs:**
  - the ARUs shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area no greater than 50% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m<sup>2</sup> (1076 ft<sup>2</sup>), except that the entire basement or cellar of the principal dwelling may be used;
  - ARUs would not be permitted on a lot that already contains other accessory units/uses, including a boarding/lodging house, group home, or farm labour housing, or a home occupation that is characterized by higher occupancy, including a bed and breakfast or a farm vacation rental;
  - combinations of ARUs, garden suites and/or existing converted dwellings may be permitted provided that the total number of additional dwelling units does not conflict with the other ARU policies;
  - centralized waste water and water supply and/or individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use;
  - dwellings and lots are large enough to accommodate the ARU and provide for adequate parking, landscaping, stormwater management, and outdoor amenity areas;
  - any new buildings, additions and/or exterior alterations/features will maintain the general architectural character of the principal dwelling and surrounding area;
  - principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway and parking area;
  - there is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
  - to the extent feasible, existing trees and other desirable vegetation are preserved to help maintain the character of the lot and area;
  - stormwater run-off will be adequately controlled; and,
  - potential impacts on environmental and/or heritage resources and any environmental constraints or land use compatibility issues can be satisfactorily addressed.
- **Additional criteria for ARUs in a detached ancillary structure:**
  - the ancillary structure must be located in the rear or interior side yard;
  - the siting, design and orientation of the ancillary structure, parking area and outdoor amenity areas will allow for privacy for occupants of the ARU, principal dwelling and abutting residential properties and minimize visual and shadowing impacts on adjacent residential uses; and,
  - an ARU in an ancillary structure on a farm must be located within the residential area on the lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services). An additional residential unit in a new ancillary building shall be located a maximum distance of 20 m from the principal dwelling and should share individual on-site water supply and sewage services and utility services with the principal dwelling, where possible. The cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible and not exceed 0.8 ha (2 ac). Further, the location of the additional residential unit and/or new services shall not result in the removal of agricultural land from production and/or create impediments to the function of the farm or an adjacent farm.
- **Proposals outside of settlement areas must meet, or not further reduce, Minimum Distance Separation (MDS I) requirements;**

- Site plan control may be applied to ARUs;
- Zoning provisions for ARUs are to be implemented through a comprehensive Township initiated amendment to the Zoning by-law, except where otherwise specifically noted in the policies (i.e. where a zone change process is required to confirm adequacy of servicing or address other review criteria). Other privately initiated amendments to the Zoning by-law to permit an ARU will not generally be permitted; and
- An ARU cannot be severed from the lot containing the principal dwelling.

In addition to the draft Official Plan policies, Planning staff have developed a discussion draft of the associated zoning provisions to illustrate how the policies can be implemented and to serve as a template for the necessary updates to the Township Zoning By-Laws. As noted above, the draft policies authorize townships to use site plan control for ARUs, or specific types of ARUs, and townships may also wish to use other tools, such as licensing, registration, and development agreements. There has already been discussion of how certain existing processes could be customized for ARUs to streamline and lower the typical costs, while still achieving local objectives. For example, if a township wishes to use site plan control to review the design, implementation and ongoing use of a shared parking area, the process could be scoped to require a simple site plan drawing, lower or waived application fee, and a shortened review period.

In general, Planning staff anticipate that certain areas, such as residential areas in fully serviced villages with adequate servicing capacity, would be pre-zoned to allow ARUs 'as of right' subject to specific zoning provisions/criteria. In other cases, such as for units in an ancillary structure and/or on a lot located in an un-serviced settlement, or a settlement where servicing capacity is a concern, a site specific zoning amendment process or approval by the Committee of Adjustment may still be required.

For the establishment of ARUs on lots located outside of a settlement area (i.e. in the prime agricultural area) there are additional Provincial and Official Plan policy requirements that must be taken into consideration. In particular, the need to ensure that the establishment of such units will not hinder or negatively impact agricultural operations; that prime agricultural areas are protected for long term agriculture; and that Minimum Distance Separation Formulae can be met. Accordingly, approval from the Committee of Adjustment for ARUs in ancillary structures on farms has been included in the draft policies as a process for townships to review individual applications.

### Conclusions

The intent of this report is to provide Township Council with an overview of the amended Official Plan policies currently being proposed by Planning staff to implement ARUs within the County's rural settlements/areas (i.e. the five Townships). The full draft policies are attached to this report and Planning staff are seeking direction and input from Township Council to convey to County Council in their consideration of the proposed amendments.

Further, Planning staff have also developed a draft zoning provisions template for ARUs to illustrate to the Townships and other stakeholders how the Official Plan policies may be implemented, such as where such units may potentially be established and what local development requirements will need to be addressed. These draft zoning provisions are also anticipated to serve as a starting point for consultation on the necessary amendments to Township Zoning By-Laws.

Once consultation with all five Townships on the proposed Official Plan policy amendments has been completed and local feedback and input considered, a statutory public meeting will be scheduled at a County Council meeting to consider a 'final draft' of the proposed amendments

and any final public input. County Council would then be in a position to adopt the proposed amendments at that meeting, if they are satisfied that no further review or revision is required to address any of the final comments received.

Once County Council has approved the necessary Official Plan amendments to implement the ARU policies for the Rural Settlements and Areas, each of the Townships would then be in a position to proceed with any amendments to their Zoning By-Laws and/or other local tools deemed to be necessary to establish appropriate local direction and requirements for the establishment of ARUs.

## **RECOMMENDATIONS**

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That the Council of the Township of Blandford-Blenheim receive report CP 2022-288;

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the proposed draft Official Plan policies to implement additional residential units in the rural townships and that County Planning staff proceed with finalizing the consultation draft of the Official Plan policies based on consideration of the comments received and initiating the formal Official Plan Amendment process and related public and agency consultation; and,

And further, that the Council of the Township of Blandford-Blenheim directs Township staff to proceed with initiating amendments to the Township Zoning By-law following approval of the Official Plan amendment by County Council.

## **SIGNATURES**

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**Authored by:** *original signed by*

Meghan House, MCIP, RPP  
Development Planner - Policy Focus

**Review by:** *original signed by*

Paul Michiels, Manager of Planning Policy

### **Attachments:**

**Attachment 1** – Excerpts from County of Oxford Official Plan with proposed draft amendments regarding Additional Residential Units (ARUs) in the Rural Townships

**Attachment 2** – Draft Township Zoning Template

**Excerpts from County of Oxford Official Plan with proposed draft amendments  
regarding Additional Residential Units (ARUs) in the Rural Townships**  
For consultation (June 2022)

The definition of an ARU was approved by County Council (OPA 271) on February 23, 2022:

Additional Residential Unit (ARU) means a separate, self-contained dwelling unit located within a single detached, semi-detached or street townhouse dwelling, or within a detached building ancillary to such dwelling, and which is located on the same lot as, and is clearly subordinate to the principal dwelling.

DRAFT FOR CONSULTATION  
(June 2022)

**4.2.2 Growth Strategy**

INTRODUCTION

Lands which have been designated for *settlement* and employment purposes in accordance with the policies of this Chapter and Chapters 6 through 9, Land Use Policies, are anticipated to be adequate to meet growth expectations for the planning period and include a margin of surplus to provide for effective market operation and competition. In addition, lands have been designated to identify areas where long term urban level *development* is feasible.

The policies of this Plan have been structured to provide opportunities for environmentally responsible growth which protects and prevents conflicts with the County's natural resources in all Area Municipalities. Consequently, different levels of growth are planned for the following areas:

- Rural Clusters
- Villages without *centralized waste water and water supply facilities*
- Serviced Villages
- Large Urban Settlements
- Future Urban Growth Areas

Schedule C-3, Settlement Strategy Plan, identifies these areas.

**4.2.2.1 Rural Area**

Growth outside of the *Settlements* designated on Schedule C-3 will be in accordance with the following policies:

NON-FARM  
RELATED  
DEVELOPMENT

Residential and employment growth which is not related to agriculture is directed to established Rural Clusters and designated villages as set out on Schedule C-3, Settlement Strategy Plan. Non-farm uses proposed outside of these areas will comply with the policies of Section 3.1.5.4.



## County of Oxford Official Plan

### ADDITIONAL RESIDENTIAL UNITS (ARUs)

In the Agricultural Reserve designation, *additional residential units* (ARUs) are permitted within a single detached dwelling and in a structure ancillary to such dwelling, where a lot is zoned for agricultural and rural residential uses that permit a dwelling, in accordance with the policies of this subsection.

Notwithstanding the number of dwellings on a *farm unit*, a maximum of two *additional residential units* is permitted on each *farm unit* and an *additional residential unit* in an ancillary structure shall only be permitted through a minor variance granted by the Area Committee of Adjustment.

In the Open Space and Future Urban Growth designations *additional residential units* are only permitted within an existing single detached, semi-detached, or street townhouse dwelling.

Policies for *additional residential units* in Rural Cluster, Village and Serviced Village designations are contained in Section 6.2.2.2.

### POLICIES FOR ALL ARUs OUTSIDE OF A SETTLEMENT

The Area Municipal Zoning By-law shall identify the areas and/or zones where *additional residential units* may be established and contain zoning provisions to regulate the establishment of such units, in accordance with the following policies:

- the *additional residential unit(s)* shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area no greater than 50% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m<sup>2</sup> (1076 ft<sup>2</sup>), except that the entire basement of the principal dwelling may be used;
- *additional residential units* are not permitted where a lot or dwelling already contains other accessory residential dwellings/uses, including: a boarding/lodging house, group home, or farm labour housing, or a home occupation that is characterized by higher occupancy, such as a bed and breakfast, a farm vacation rental, or other similar use;
- an *additional residential unit* may be permitted on the same property as a garden suite or converted dwelling where all other policies of this section can be met;
- *individual on-site water supply and sewage services* are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and Quantity and 5.5, County Servicing Policy;

## County of Oxford Official Plan

- the existing principal dwelling and the lot are of sufficient size to accommodate the creation of *additional residential unit(s)* and to provide adequate off-street parking, landscaping, stormwater management, and amenity areas without detracting from the visual character of the lot or area;
- any new or expanded structures and/or exterior alterations to accommodate an *additional residential unit* will maintain the general built form and architectural character of the principal dwelling and the surrounding area;
- the principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway and parking area as the principal dwelling;
- there is adequate access from the front lot line and parking area to each *additional residential unit* for both occupant use and emergency response;
- to the extent feasible, existing trees and other desirable vegetation are preserved to help maintain the character of the lot and area;
- stormwater run-off will be adequately controlled; and,
- the location of the proposed *additional residential unit* and related services and amenities shall comply with all other applicable policies including: Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.

### ARUs IN ANCILLARY STRUCTURES

The following additional policies shall apply to the establishment of an *additional residential unit* in a detached ancillary structure:

- the minimum lot size is 0.6 ha (1.48 ac);
- the ancillary structure must be located in a rear or interior side yard;
- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity area will allow for privacy for the occupants of the *additional residential unit*, principal dwelling and abutting residential properties and minimize potential visual and shadowing impacts on adjacent residential uses;

## County of Oxford Official Plan

- an additional residential unit in an ancillary structure on a farm must be located within the residential area on the lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services). An additional residential unit in a new ancillary building shall be located a maximum distance of 20 m from the principal dwelling and should share individual on-site water supply and sewage services and utility services with the principal dwelling, where possible.

The cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible to a maximum of 0.8 ha (2 ac) and the location of the additional residential unit and/or new services shall not result in the removal of agricultural land from production and/or create impediments to the function of the farm or an adjacent farm;

- an additional residential unit will satisfy MDS I, or not further reduce an existing insufficient MDS I setback; and,
- all other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

### SITE PLAN CONTROL

All additional residential units, particularly new dwelling units located in ancillary structures, may be subject to site plan control.

### SITE SPECIFIC ZONING AMENDMENTS

Where the Area Municipality has comprehensively amended their Zoning By-law to identify areas where additional residential units are permitted and include specific provisions for such units, site specific zoning amendments to permit additional residential units in other areas, or to amend specific zoning provisions, will generally not be supported.

### NO NEW LOT CREATION

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferrable unit through plan of condominium.

### RESIDENTIAL CONVERSIONS IN RURAL AREAS

~~Converted dwellings are permitted to a maximum of two units per dwelling on a farm unit or on a non-farm lot in the Agricultural Reserve, Open Space, and Future Urban Growth designations. The Area Council may zone an area or property to permit the conversion of dwellings for two dwelling units in accordance with the following criteria:~~

AMENDMENT No. 27

## County of Oxford Official Plan

### CRITERIA FOR 2 UNITS

- ~~• private water and on-site sewage facilities are determined to be adequate in accordance with the requirements of the County and the Board of Health and the policies contained in Section 3.2, relating to water quality, as appropriate;~~
- ~~• the proposal is compatible with surrounding land uses and is able to satisfy the *Minimum Distance Separation Formula 1* from adjacent livestock operations;~~
- ~~• the lot size is sufficient to accommodate the required off-street parking without detracting from the visual character of the area;~~
- ~~• existing dwellings are generally of a size sufficient to accommodate the creation of an additional dwelling unit;~~
- ~~• the proposal complies with the policies of Section 3.2, Environmental Resource Policies of this Plan.~~

### ZONING

~~The Zoning By-Law may specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling, the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.~~

### GARDEN SUITES

Area Council may consider allowing one *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations in accordance with the policies of Section 10.3.9.

#### 4.2.2.2 *Rural Clusters*

### DESCRIPTION

For the purposes of this Plan a Rural Cluster is the existence of a compact grouping of non-farm related *development* which is of insufficient size to be considered a village. Rural Clusters are designated on Schedule C-3, Settlement Strategy Plan and shown on the Land Use Schedules for the rural municipalities.

In order to be considered a Rural Cluster there must be a grouping of at least ten non-farm residential lots with each lot separated from the adjoining lot by a distance of no more than 50 metres (164 feet) and servicing must be by an existing communal well or by private individual wells and private sewage treatment systems. Rural Clusters may include *development* on either side of a public road and/or around corners. A Rural Cluster designation is also contingent on the grouping of lots satisfying the following criteria:

## County of Oxford Official Plan

All uses permitted in Low Density Residential areas will comply with the Environmental Resource Protection policies and Environmental Constraints policies of Section 3.2.

### DENSITY

Within the Serviced Village designation, the maximum *net residential density* for an individual *development* in a Low Density Residential area is 22 units per hectare (9 units per acre) and no building shall exceed three stories in height at grade.

Within areas of new Low Density Residential development in the Serviced Village designation, the minimum overall *net residential density* shall be 15 units per hectare (6 units per acre) throughout each of the Serviced Villages.

Within the Rural Cluster and Village designation, the density of *development* will be restricted by the land area required for the proper operation of individual private septic systems.

### 6.2.2.1 Infill Housing

For the purposes of this Plan, infill housing is defined as the placement of new residential *development* into established built-up areas on vacant or underutilized sites. In order to efficiently utilize designated residential land and any municipal servicing *infrastructure*, infill housing will be supported in Villages and in the Low Density Residential areas of Serviced Villages. Backyard infill and street oriented infill will be supported in Rural Clusters. The County Land Division Committee and Area Council will be guided by the following policies when considering proposals for infill *development* in Low Density Residential areas.

#### 6.2.2.1.1 Street Oriented Infill

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is consistent with the characteristics of existing *development* in the immediate area. In order that the street oriented infill projects are sensitive to the continuity of the existing residential streetscape, the Area Council and the County Land Division Committee will ensure that:

- the proposal is ~~consistent~~ compatible with the street frontage, setbacks, lot area and spacing of existing *development* within the immediate residential area;

## County of Oxford Official Plan

- for proposals involving more than two dwelling units in the Serviced Villages, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area.

Street-oriented infill proposals will comply with the requirements of Section 6.2.2.1.4.

### 6.2.2.1.2 Backyard Infill

~~Backyard infill development~~ may involve ~~the construction of a residential structure behind a building facing a street, the conversion of secondary structures for residential purposes,~~ new residential development behind an existing building facing a street, on a vacant on-lots with minimal street frontage (e.g., flag shaped lots) or on small vacant remnant parcels of land which cannot be integrated into a plan of subdivision.

Backyard infill may involve ~~the development on~~ existing lots ~~of record, or the creation of new lots by consent or the development of a garden suite or granny flat.~~ Additional residential units and qGarden suites/granny flats may also be permitted as backyard infill development to the rear of an existing dwelling on a lots subject to the criteria of this Section in accordance with the policies of Section 6.2.2.2 and 10.3.9 respectively.

EVALUATION  
CRITERIA

When considering proposals for backyard infilling, ~~the Area Council and the County Land Division Committee~~ and the Area Municipal Council will be guided by the following ~~criteria~~ policies as well as the policies of Section 6.2.2.1.4:

- the siting of any buildings and parking areas in relation to the size, configuration and topography of the lot is such that impact on light, view and privacy of adjacent backyards is minimal;
- for proposals involving more than two dwelling units, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area;
- direct vehicular access to a public street will be required and driveways will have sufficient width to allow efficient vehicular use and turning of both private and emergency vehicles and to provide for snow storage.

~~Backyard infill proposals will comply with the requirements of Section 6.2.2.1.4.~~



## County of Oxford Official Plan

### 6.2.2.1.3 Infill Subdivisions

In addition to the policies of Section [6.2.2.1.4](#) and 10.3.3, where infill *development* is proposed on vacant or underutilized sites within established residential areas by plan of subdivision, the Area Council and County Council will ensure that:

- the nature of the proposed residential *development* will be evaluated having regard to the type of housing found in the surrounding residential neighbourhood;
- any new residential lots with direct exposure to an established residential street will be consistent with the size of lots within the immediate area and new residential *development* will maintain setbacks and spacing between dwellings consistent with the established built pattern;
- measures will be incorporated into the subdivision design to buffer and screen existing residential uses from the new *development*; and
- stormwater run-off from the proposal will be adequately controlled in accordance with the stormwater management policies of Section 3.2.7.2.1 and will not *negatively affect* adjacent properties.

~~Infill Subdivision proposals will comply with the requirements of Section 6.2.2.1.4.~~

### 6.2.2.1.4 All Infill Proposals

In addition to the specific infill policies of this Section, the following ~~policies~~ criteria will apply to all ~~proposals~~ for infill ~~development~~ proposals:

- stormwater run-off from the proposal will be adequately controlled and will not *negatively affect* adjacent properties;
- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;

## County of Oxford Official Plan

- existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project;
- the extent to which the proposed *development* provides for the retention of any desirable vegetation or natural resources that contribute to the visual character of the surrounding area;
- all infill proposals will be evaluated as to the environmental impacts and constraints associated with the proposed *development* in accordance with Section 3.2, as well as to the potential effect of the *development* on *heritage resources* (Section 3.2.7.5);
- compliance of the proposed *development* with the provisions of the Zoning By-law of the Area Municipality and other municipal by-laws.

### SITE PLAN CONTROL

Street oriented infill proposals and backyard infill proposals may be subject to site plan control.

#### **6.2.2.2 Additional Residential Units**

##### ADDITIONAL RESIDENTIAL UNITS

The development of *additional residential units* (ARUs) within Rural Cluster, Village and Serviced Village designations shall be encouraged, where appropriate, with the objective of increasing the range and availability of *housing options* while maintaining the residential character of the settlement areas and ensuring that appropriate water and wastewater services are provided.

The general intent is to allow for the establishment of *additional residential units* in existing and newly developing residential areas, subject to compliance with applicable zone provisions and development standards.

##### ADDITIONAL RESIDENTIAL UNITS IN RURAL CLUSTERS AND VILLAGES

In Rural Cluster and Village designations, an *additional residential unit* is permitted in a single detached, semi-detached, or street townhouse dwelling, or in a structure ancillary to such dwelling, to a maximum of two dwelling units per lot.

##### ADDITIONAL RESIDENTIAL UNITS IN SERVICED VILLAGES

In Serviced Village designations, an *additional residential unit* is permitted in a single detached, semi-detached, or street townhouse dwelling, and/or in a structure ancillary to such dwelling, to a maximum of three dwelling units per lot, where sufficient *centralized waste water and water supply capacity* exists.



## County of Oxford Official Plan

POLICIES FOR ALL  
ADDITIONAL  
RESIDENTIAL  
UNITS

In Rural Cluster, Village and Serviced Village designations, Area Municipal Zoning By-laws shall identify areas and/or zones where *additional residential units* may be established and contain zoning provisions to regulate the establishment of such units in accordance with the following policies:

- the *additional residential unit(s)* shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area no greater than 50% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m<sup>2</sup> (1076 ft<sup>2</sup>), except that the entire basement of the principal dwelling may be used;
- *additional residential units* are not permitted where a lot or dwelling already contains other accessory residential dwellings/uses, including: a boarding/lodging house or group home, or a home occupation that is characterized by higher occupancy, such as a bed and breakfast or other similar use;
- an *additional residential unit* may be permitted on the same property as a *garden suite* or converted dwelling where all other policies of this section can be met;
- *centralized waste water and water supply and/or individual on-site water supply and sewage services* are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and 5.5, County Servicing Policy;
- the existing principal dwelling and the lot are of sufficient size to accommodate the creation of *additional residential unit(s)* and to provide adequate off-street parking, landscaping, stormwater management, and outdoor amenity areas without detracting from the visual character of the lot or area;
- any new or expanded structures and/or exterior alterations to accommodate an *additional residential unit* will maintain the general built form and architectural character of the principal dwelling and the surrounding area;
- the principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway and parking area as the principal dwelling;

## County of Oxford Official Plan

- there is adequate access from the front lot line and parking area to each *additional residential unit* for both occupant use and emergency response;
- to the extent feasible, existing trees and other desirable vegetation are preserved to help maintain the character of the lot and area;
- stormwater run-off will be adequately controlled;
- any potential increase in on-street parking demand can be adequately accommodated and/or managed;
- the location of the proposed *additional residential unit* and related services and amenities shall comply with all other applicable policies including: Section 3.2, Environmental Resource Policies and Section 3.3, Cultural Resource Policies.

### ADDITIONAL RESIDENTIAL UNITS IN ANCILLARY STRUCTURES

The following additional policies shall apply to the establishment of an *additional residential unit* in an detached ancillary structure:

- the minimum lot size for a lot with *individual on-site sewage services* is 0.6 ha (1.48 ac);
- the ancillary structure must be located in a rear or interior side yard;
- the siting, design and orientation of the ancillary structure, parking area and outdoor amenity area will allow for privacy for the occupants of the *additional residential unit*, principal dwelling and abutting residential properties and minimize potential visual and shadowing impacts on adjacent residential properties; and
- all other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

### SITE PLAN CONTROL

All *additional residential units*, particularly new dwelling units located in ancillary structures, may be subject to site plan control.

## County of Oxford Official Plan

### SITE SPECIFIC ZONING AMENDMENTS

Where the Area Municipality has comprehensively amended their Zoning By-law to identify areas where additional residential units are permitted and include specific provisions for such units, site specific zoning amendments to permit additional residential units in other areas, or to amend specific zoning provisions, will generally not be supported.

### AVAILABILITY OF MUNICIPAL SERVICES

Additional residential units within a settlement serviced by centralized waste water and/or water supply shall be required to connect to all available services, where adequate capacity exists and County connection standards can be met.

Area Municipal Zoning By-laws shall prohibit the development of additional residential units in settlements and/or areas where the County has determined that the existing and/or planned servicing capacity is not adequate to support such development.

### NO NEW LOT CREATION

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferrable unit through plan of condominium.

#### **6.2.2.2 — Converted Dwellings**

### RURAL CLUSTERS AND VILLAGES

~~Converted dwellings are permitted to a maximum of two units per dwelling in the Rural Cluster and Village designations, with the exception of semi-detached and duplex dwellings where conversions are prohibited. The Area Council may zone an area or property to permit the conversion of dwellings for two dwelling units in accordance with the following criteria:~~

### CRITERIA FOR TWO UNITS

- ~~• existing municipal services or private services will be adequate to accommodate the proposed conversion;~~
- ~~• lot sizes are sufficient to accommodate the required off-street parking without detracting from the visual character of the area;~~
- ~~• existing dwellings are generally of a size sufficient to accommodate the creation of an additional dwelling unit.~~

### ZONING

~~The Zoning By-Law may specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling, the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.~~

## County of Oxford Official Plan

### SERVICED VILLAGES

~~Within Low Density Residential areas of the Serviced Villages, the Area Council may zone areas to permit detached, semi-detached, duplex and townhouse dwellings to be converted into two residential units. In addition, the Area Council may zone areas to permit the conversion of dwellings for more than two dwelling units in accordance with the following criteria:~~

### CRITERIA FOR MORE THAN TWO UNITS

- ~~the area is characterized by a mixture of residential dwelling types including detached, semi-detached, townhouse and existing converted dwellings;~~
- ~~lot sizes are sufficient to accommodate the required off-street parking without detracting from the visual character of the area;~~
- ~~existing dwellings are generally of a size sufficient to accommodate the creation of additional dwelling units.~~

### ZONING

~~The Zoning By-Law may limit the number of units that may be contained in a converted dwelling and specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.~~

### SITE PLAN CONTROL

~~Converted dwellings with more than two dwelling units may be subject to site plan control.~~

### 6.2.2.3 *Special Needs Housing*

It is a policy of County Council to permit housing for people with special needs to be located in the Low Density Residential area in the Serviced Village designation and in the Rural Cluster and Village designations. Accordingly, the Area Councils may implement through the Zoning By-Law, regulations permitting group homes, rooming, boarding and lodging houses and other similar forms of special needs housing in specific residential zones. Proposals to establish new special needs housing not permitted as of right, will require an amendment to the Zoning By-Law of the Area Municipality.

### EVALUATION CRITERIA

When reviewing any proposal to rezone lands for the purposes of establishing, through new construction or conversion of existing structures, a group home, rooming, boarding and lodging house, hostel, temporary shelter, emergency shelter or other similar form of special needs housing, the Area Council shall be satisfied that:

# County of Oxford Official Plan

## 10.3.9 Temporary Use

### TEMPORARY USE PROVISIONS

Notwithstanding the requirement for zoning by-laws to comply with the Official Plan, County Council recognizes that the Official Plan represents the long-term direction to the *development* of the municipality. As such, the Area Council may permit uses for specific temporary periods, up to a maximum of three years, as set out in the Planning Act, which would otherwise not conform to the Official Plan and/or the comprehensive zoning by-law, subject to re-application at 3-year intervals thereafter. *Garden suites* may be permitted up to a maximum of ~~twenty~~ten years, subject to re-application at 3-year intervals thereafter.

Such uses may be permitted upon individual application and careful consideration by the Area Council of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by the temporary use. The Area Council shall also take into consideration the following matters:

### CRITERIA

- compatibility of the proposed use with surrounding land uses;
- any requirement for temporary buildings or structures in association with the proposed use;
- any requirement for temporary connection to municipal services and utilities;
- the potential impact of the proposed use on transportation facilities and traffic in the immediate area;
- access requirements for the proposed use; and
- parking required for the proposed use, and the ability to provide adequate parking on site.

### EXTENSION

The Area Council may extend a temporary use by-law beyond the three year time period, as set out in the Planning Act, provided such extension does not exceed a three year time period and does not jeopardize the long-term *development* intentions for the subject lands as specified in the Official Plan.

### GARDEN SUITES

~~Additional residential units may be permitted on a lot in the form of a garden suite in rural or urban areas.~~

## County of Oxford Official Plan

### GARDEN SUITES IN RURAL AND URBAN AREAS

Area Council may ~~consider allowing~~ permit one *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations. A garden suite may be ~~considered permitted~~ on a residential lot in the Rural Cluster or Village designations or in Low Density Residential designations in Serviced Villages and Large Urban Centres. *Garden Suites are intended to provide temporary housing will be considered for specified occupant(s), which shall be limited to:*

- the retired parents or grandparents of a property owner or their spouse, or the child or grandchild of a retiring/retired property owner, or
- a retiring property owner provided that the principal dwelling is occupied by the child or grandchild of the retiring property owner.

### REZONING REQUIRED

Prior to permitting the construction of a *garden suite*, an amendment to the Zoning By-Law under Section 39 of the Planning Act, which relates to temporary use by-laws, will be required. The temporary use by-law will remain in effect for up to ~~ten~~ twenty years, subject to renewal upon expiry by the Area Council, as required. The zone change will be subject to satisfying the following criteria:

### SERVICING

The *garden suite* should generally use the existing sanitary sewage disposal, water supply and electrical services of the principal dwelling existing on the lot where the *garden suite* is proposed to be located. Prior to the rezoning, approvals shall be obtained from the authorities responsible for the various services to ensure that the existing servicing systems are adequate for shared use. In situations where the approval authority indicates that one or more of the services are not adequate for shared use, separate services will be required, provided these services can be accommodated on the subject property to the satisfaction of the approval authority.

In the rural areas, Rural Clusters and Villages, it must be demonstrated ~~that the *garden suite* can be accommodated using private service. On-site sewage and water facilities will satisfy the requirements of the Board of Health and/or the Province and will be consistent with the policies of Section 3.2, Environmental Resource Policies.~~ *individual on-site water supply and sewage services are adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3, Water Quality and Quantity and 5.5, County Servicing Policy;*



## County of Oxford Official Plan

### COMPATIBILITY

The proposal is compatible with the surrounding area and, if applicable, be able to satisfy the *Minimum Distance Separation Formula 1* or not further reduce an existing insufficient setback relative to MDS 1 for adjacent livestock operations. Within the Serviced Village and Large Urban Centres, the proposal should be on a large lot greater than 929 sq. m. (10,000 sq. ft.) in area on full municipal services.

### SUITABILITY

The lot is suitable for an additional temporary dwelling unit with respect to lot area, lot coverage, yard setbacks, and setback from a public road allowance.

### BUFFERING

The implementing Zoning By-Law may contain additional measures to ensure minimal disruption to adjacent land uses, such as the provision of grass strips, the planting of trees and shrubs or the erection of a fence.

### ACCESS

The proposed *garden suite* will generally use the existing access to a permanent public road of reasonable construction maintained year round.

### LOCATION

Generally, the *garden suite* will not be located to the front of the principal dwelling on the lot, although Area Council may give consideration to such siting on a site specific basis.

### AGREEMENT

The owner of the subject property shall be required to enter into an occupancy agreement with the Area Council, specifying the matters related to the temporary use of the *garden suite* as Area Council considers necessary, including, the installation, maintenance and removal of the *garden suite*; the period of occupancy of the *garden suite* by any of the persons named in the agreement; and the monetary or other form of security that Area Council may require for actual or potential costs to the municipality related to the *garden suite*.

### NO SEVERANCE

*Garden suites* are intended to be temporary in nature and as such consent to sever a surplus *garden suite* will not be permitted by the Oxford County Land Division Committee.

### REMOVAL OF GARDEN SUITE

When the *garden suite* is no longer required for the original use intended, it shall be removed from the lot and the temporary use by-law shall be allowed to lapse.

**Draft Township Zoning Template**  
For consultation (June 2022)

<b>Section XX - Definitions</b>	<b>Existing</b>	<b>Proposed</b>
ADDITIONAL RESIDENTIAL UNIT (ARU)	None	Add new definition: Additional Residential Unit (ARU) means a dwelling unit that is self-contained, subordinate to and is located within, or as an addition to, a <i>single detached dwelling, semi-detached dwelling, or street fronting townhouse dwelling</i> , or within an <i>accessory</i> structure located on the same lot as the <i>single detached dwelling, semi-detached dwelling, or street fronting townhouse dwelling</i> , known as the <i>principal dwelling</i> .
CONVERTED DWELLING	Converted Dwelling, means a <i>single detached dwelling</i> which has been altered or converted to contain not more than two <i>dwelling units</i> .	Converted Dwelling, means a <i>single detached dwelling</i> which has been altered or converted to contain not more than two <i>dwelling units</i> [prior to the date of passing of ARU by-law].
PRINCIPAL DWELLING	None	Principal Dwelling means a <i>single detached dwelling, semi-detached dwelling, or street fronting townhouse dwelling</i> that has been modified for the establishment of an <i>Additional Residential Unit (ARU)</i> and/or is located on the same property as an <i>ARU</i> in an <i>accessory</i> structure and shall remain the primary residential structure on the property for determining zoning compliance.

**Section XX: General Provisions**

**Add new subsection:**

<b>ADEQUATE MUNICIPAL SERVICES</b>	No person shall use any land or erect or use any building within a settlement defined in Section XX having full or partial municipal services unless the land is serviced by all available municipal services, including water supply, sanitary sewers, drainage systems and/or a street, which meet municipal standards in effect and which have adequate capacity to service the development. Adequacy of water and sanitary sewer capacity shall be confirmed by the County of Oxford prior to issuance of a Building Permit.
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**Amended Subsection**

CONVERTED DWELLINGS AND ADDITIONAL RESIDENTIAL UNITS (ARUs)	<p>X.X CONVERTED DWELLINGS AND ADDITIONAL RESIDENTIAL UNITS</p> <p>X.X.1 CONVERTED DWELLINGS</p> <p>Zones with the -C suffix added to the parent Zone permit a <i>converted dwelling</i> that was established prior to [date of passing].</p> <p>X.X.2 ADDITIONAL RESIDENTIAL UNITS (ARUs)</p> <p>X.X.2.1 WHERE PERMITTED</p> <p>Where listed as a permitted use in the Zone, <i>Additional Residential Units (ARUs)</i> are permitted in a <i>single detached dwelling, semi-detached dwelling or street fronting townhouse dwelling</i>, and/or within an <i>accessory</i> structure located on the same lot, subject to the provisions of this Section and compliance with all other provisions of the Zone in which the lot is located.</p>
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#### X.X.2.2 WHERE ARUS NOT PERMITTED

*Additional residential units* and associated parking areas shall not be permitted:

- i) within areas identified as the Conservation Authority Regulation Limit on Schedule 'A' unless approved by the Conservation Authority having jurisdiction in accordance with Section XX of this By-law;
- ii) on any lot that does not have frontage on an *improved street* in accordance with Section XX of this By-law; or
- iii) on any lot containing a *boarding or lodging house, a group home, a garden suite, a converted dwelling, a duplex dwelling, a mobile home, or a bed and breakfast establishment.*

#### Optional Section X.X.2.X ZONING AMENDMENT REQUIRED TO ESTABLISH AN ADDITIONAL RESIDENTIAL UNIT IN AN ACCESSORY STRUCTURE

In \_\_\_ an *additional residential unit* within in accessory structure may be permitted subject to a zoning by-law amendment and will be identified in the site specific provisions.

#### X.X.2.3 MINIMUM DISTANCE SEPARATION (MDS)

For *ARUs* located outside of a settlement as defined in Section XX, the *dwelling* shall be required to satisfy the minimum distance separation requirements, as determined through the application of the *Minimum Distance Separation Formula I (MDS I)*, in accordance with Section XX.

*ARUs* located within a Rural Cluster defined in Section XX shall be required to satisfy the MDS I or not further reduce an *existing* insufficient *setback* relative to the MDS I, whichever is the lesser.

#### X.X.2.4 WATER AND WASTEWATER SERVICES

For *ARUs* located within a settlement defined in Section XX having municipal water supply and/or sanitary sewers, the unit(s) shall be serviced by all available services and adequate capacity shall be confirmed by the County of Oxford prior to development.

For *ARUs* located outside of a settlement defined in Section XX or within a settlement defined in Section XX having no municipal water supply and/or sanitary sewers, adequate private water and/or wastewater disposal services shall be required to satisfy the Ontario Building Code.

#### X.X.2.5 PROVISIONS FOR ALL ARUS

All *ARUs* shall comply with all provisions of Table XX and all other provisions of the zone in which such *ARU* is located.

<b>TABLE XX – Additional Residential Unit (ARU) Provisions</b>				
<b>Provision</b>	<b>R1, R2, R3, CC and V Zones, where served by both <i>sanitary sewers</i> and public water supply</b>	<b>R1, R2, R3 and V Zones, where <i>sanitary sewers</i> are not available</b>	<b>RE and RR Zones (and ER in EZT) in a settlement</b>	<b>A1*, A2*, RR, and RE (and ER in EZT) Zones outside a settlement</b>
<b>Number of ARUs, Maximum</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Lot Area, Minimum</b>	In accordance with the provisions of the zone provisions for the <i>principal dwelling</i>			
<b>Lot Frontage, Minimum</b>	In accordance with the provisions of the zone provisions for the <i>principal dwelling</i>			
<b>Gross Floor Area for all ARUs, Maximum</b>	50% of the <i>gross floor area</i> of the principal dwelling, or <b>100 m<sup>2</sup> (1076 ft<sup>2</sup>)</b> of <i>gross floor area</i> , whichever is the lesser, except that the entire <i>basement</i> or <i>cellar</i> of the <i>principal dwelling</i> may be used.			
<b>Alterations to Principal Dwelling</b>	Alterations to the <i>principal dwelling</i> for establishment of an ARU shall not have the effect of increasing the <i>gross floor area</i> of the <i>principal dwelling</i> by more than 25%.			
<b>Parking Spaces, Minimum</b>	1 per ARU, permitted to be tandem			
<b>Location of exterior entrances and stairways</b>	<i>Rear yard</i> or <i>interior side yard</i> of <i>principal dwelling</i>			
<b>ARUs in an Accessory Structure</b>				
<b>Lot Area, Minimum</b>	<b>600 m<sup>2</sup> (6,458.5 ft<sup>2</sup>)</b>	<b>0.6 ha (1.48 ac)</b>	<b>0.6 ha (1.48 ac)</b>	<b>0.6 ha (1.48 ac)</b>
<b>Gross Floor Area, Minimum</b>	<b>10 m<sup>2</sup> (107.6 ft<sup>2</sup>)</b>			
<b>Permitted Location</b>	<i>Rear yard</i> or <i>interior side yard</i> of <i>principal dwelling</i>			
<b>Rear Yard Setback</b>	In accordance with Table 5.1.X accessory use provisions			
<b>Side Yard Setback</b>	In accordance with Table 5.1.X accessory use provisions, and minimum <b>3 m (9.8 ft)</b> clear of all encroachments along one side			
<b>Lot Coverage, Maximum</b>	In accordance with Table 5.1.X accessory use provisions			
<b>Building Height, Maximum</b>	In accordance with Table 5.1.X accessory use provisions			
<b>Distance from Principal Dwelling, Maximum</b>	No provision	No provision	No provision	<b>20 m (65.6 ft)</b>
<b>Distance from Public Street, Maximum</b>	<b>40 m (147.6 ft)</b>	<b>40 m (147.6 ft)</b>	<b>40 m (147.6 ft)</b>	No provision
<b>Amenity Area, Minimum</b>	<b>20 m<sup>2</sup> (215 ft<sup>2</sup>)</b>	<b>20 m<sup>2</sup> (215 ft<sup>2</sup>)</b>	<b>20 m<sup>2</sup> (215 ft<sup>2</sup>)</b>	No provision
* in A1 and A2 zones, 1 additional residential unit is permitted within the principal dwelling, except that 1 additional residential unit may also be located in an accessory structure on a farm subject to the approval of the Committee of Adjustment				

AMEND Existing Section	
<p><b>DWELLING UNITS BELOW GRADE</b></p> <p>[The Building Code contains provisions regarding living space in cellars and basements and this section is no longer necessary and may conflict with establishment of ARUs. EZT has already updated their Zoning By-law using the proposed new wording.]</p>	<p><b>X.X DWELLING UNITS BELOW GRADE</b></p> <p><del>No <i>dwelling unit</i> shall in its entirety, be located in a <i>cellar</i>. However, a <i>dwelling unit</i>, in its entirety, may be located in a <i>basement</i> provided the finished floor level of such <i>basement</i> is not below the level of any sanitary or storm sewer serving the <i>building</i> or <i>structure</i> in which such <i>basement</i> is located and provided further, that the floor level of such <i>basement</i> is not more than 1 m (3.3 ft) below the adjacent <i>finished grade</i>.</del></p> <p>No <del>new</del> <i>dwelling units</i> shall be created in a <del>cellar</del> or <i>basement</i>, where the <i>building</i> or <i>structure</i> is located within the floodplain of any <i>watercourse</i> or <i>municipal drain</i>.</p>

AMEND Existing Section	
<p><b>GARDEN SUITES</b></p>	<p><b>XX ZONING AMENDMENT REQUIRED</b></p> <p>Prior to placing a garden suite on a lot, an amendment to this Zoning By-Law under Section 39 of the Planning Act, R.S.O. 1990, as amended, will be required. The bylaw will prescribe the period of time, up to <del>ten</del> <b>twenty</b> years, authorizing the temporary use of the garden suite.</p> <p><del>XX GARDEN SUITE OCCUPANCY</del></p> <p>The garden suite shall be occupied by:</p> <ul style="list-style-type: none"> <li>• the retired parents or grandparents of a lot owner or the lot owner's spouse, or</li> <li>• the retiring lot owner provided that the main dwelling is occupied by the <b>child</b> or grandchild of the retiring lot owner.</li> </ul> <p><b>XX LOCATION OF GARDEN SUITE</b></p> <p>A garden suite located on lots outside of a settlement, as defined in Section XX, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I).</p> <p>A garden suite located within a Rural Cluster, as defined in Section XX, shall be required to satisfy the MDS I or not further reduce an existing insufficient setback relative to the MDS I, whichever is the lesser.</p> <p><b>XX ZONE REQUIREMENTS</b></p> <p>The garden suite shall be placed to the rear or side of the main dwelling on the lot and shall comply with the zone requirements of the zone in which such garden suite is located.</p> <p><b>XX HEIGHT AND GROUND FLOOR AREA REQUIREMENTS</b></p> <p>Notwithstanding the requirements of Section XX, the garden suite shall not exceed one storey in height and shall have a minimum gross floor area of 50 m<sup>2</sup> (538.2 ft<sup>2</sup>) and a maximum gross floor area of 70 m<sup>2</sup> (753.5 ft<sup>2</sup>) and shall be portable.</p>

**Amend Existing USES PERMITTED in each Zone:**

**Delete 'Converted dwelling' and add 'Additional residential unit' in USES PERMITTED for the following zones:**

- Residential Type 1 (R1)
- Residential Type 2 (R2)
- Residential Type 3 (R3)
- Rural Residential (RR)
- Existing Residential (ER)
- Estate Residential (ER) in EZT
- Limited Agricultural (A1)
- General Agricultural (A2)
- Central Commercial (CC) \*Converted dwellings are not permitted in CC zone in Norwich\*
- Village (V)

Converted dwellings are currently not permitted by all Townships in industrial (MR, MG, ME, MQ, MA), open space (OS), development (D), mobile home park (RMH) or highway commercial (HC) zones. Converted dwellings are currently permitted in Agri-Business (AB), Institutional (I) and Recreation (REC) zones, which otherwise only permit residential dwellings as an accessory use.

**Proposed deleting 'Converted dwelling' and not adding ARUs in USES PERMITTED for the following zones:**

- Agri-Business (AB)
- Institutional (I)
- Recreation (REC)

**Amend Provisions for A1/A2 Zone NUMBER OF ACCESSORY DWELLINGS AND GARDEN SUITES PER LOT**

<p><b>Single detached dwelling</b>, Maximum</p>	<p>1, except that up to a maximum of 2 [3 in Zorra] accessory single detached dwellings may be located on a farm subject to the approval of the Committee of Adjustment.</p>
<p><del>Converted dwelling</del> <b>Additional residential unit</b>, Maximum</p>	<p>1 within the principal dwelling, except that 1 additional residential unit may also be located within an accessory structure on a farm subject to the approval of the Committee of Adjustment and in accordance with the provisions of Section XX.</p>
<p><b>Garden suites</b>, Maximum</p>	<p>1, in accordance with the provisions of Section XX.</p>

OXFORD COUNTY

# ADDITIONAL RESIDENTIAL UNITS TOWNSHIPS

TOWNSHIP OF  
BLANDFORD-BLENHEIM  
COUNCIL MEETING

JULY 6, 2022



# INTRODUCTION

- The *Planning Act* directs municipalities to have Official Plan policies and Zoning provisions that allow for the an Additional Residential Unit (ARU) in:
  - a single detached, semi-detached or row house dwelling; and,
  - within a building or structure ancillary to such dwellings.
- County Council directed staff to proceed with drafting amended Official Plan policies for consultation with the public and Townships
- New policies have been drafted and are attached to the staff report
- Also a draft zoning template to illustrate policy implementation



# WHAT IS AN ARU?

- Additional Residential Units (ARUs) are self-contained dwelling units
- ARUs can be within a house or in a detached structure on the same property
- Various forms and names - accessory dwelling units, second units, secondary suites, apartments, lofts, coach houses, tiny homes, etc.



# DEFINITION OF ARU

Definition approved by County Council:

(OPA 271, February 23, 2022)

*Additional Residential Unit (ARU) means a separate, self-contained dwelling unit located within a single detached, semi-detached or street townhouse dwelling, or within a detached building ancillary to such dwelling, and which is located on the same lot as, and is clearly subordinate to the principal dwelling*



# SERVICED VILLAGES

- up to two ARUs per lot (i.e. one in the principal dwelling and/or one in an ancillary structure)
- municipal water and wastewater services – must confirm adequate capacity and connect to available services
- other detailed development criteria

# RURAL CLUSTERS AND VILLAGES

- one ARU per lot in the principal dwelling or in an ancillary (detached) structure in residential designations
- minimum lot area of 0.6 ha (1.48 ac) for unit in ancillary structure
- no wastewater services in these areas – must demonstrate adequate private services (i.e., septic disposal)
- some areas have municipal water supply – must confirm adequate capacity and connect to available services
- other detailed development criteria

# AGRICULTURAL AND RURAL RESIDENTIAL

- up to two ARUs per lot (i.e. one in the principal dwelling and/or one in an ancillary structure)
- minimum lot area of 0.6 ha (1.48 ac) for unit in ancillary structure
- lots containing more than one existing residential dwelling would only be permitted to have ARU(s) associated with one house (i.e., maximum two ARUs per farm unit)
- all ARUs in an ancillary structure on a farm would be subject to approval of the Committee of Adjustment
- other detailed development criteria

# CRITERIA FOR ALL ARUS

- ARU(s) must be clearly secondary
- maximum gross floor area of all ARUs is 50% of the gross floor area of the principal dwelling on the lot, with a maximum gross floor area of 100 m<sup>2</sup> (1076 ft<sup>2</sup>)
- adequate lot area for parking, landscaping, controlling stormwater runoff, and outdoor amenity space
- share driveway and parking area
- access for occupants and emergency response

# CRITERIA FOR ARUS IN ANCILLARY BUILDING

- structure to be located in rear or interior side yard
- minimize impacts to adjacent properties
- maximum distance for ARU from principal dwelling on a farm and must not result in impacts to agricultural operations on the farm or nearby farms
- meet MDS I

# OTHER MATTERS

- Townships may require site plan approval
- discourage site specific zone change applications in zones that are not included in comprehensive zoning review
- ARUs can not be severed from the principal dwelling
- revise Garden Suite polices to permit up to 20 years as permitted by the Planning Act

# PROCESS AND NEXT STEPS

1. County Council direction to initiate Official Plan Amendment (OPA) and consultation – Jan. 26, 2022
2. Consultation with Townships and public regarding draft OP policies and associated zoning implementation
3. Public Meeting and County Council approval of OPA
4. Consultation with Townships and the public regarding draft zoning provisions
5. Public Meeting and Township Council approval of ZBA



OXFORD COUNTY

# ADDITIONAL RESIDENTIAL UNITS TOWNSHIPS

QUESTIONS





## Rodger Mordue

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**From:** Marie-Pier Triganne <marie-pier.triganne@cn.ca>  
**Sent:** June 15, 2022 9:57 AM  
**To:** Rodger Mordue  
**Subject:** Rail Safety Week 2022 | Proclamation request  
**Attachments:** RSW2022\_EN\_Resolution\_Canada.pdf; RSW2022\_FR\_Resolution\_Canada.pdf

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**



cn.ca

Dear Mr. Mordue:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Every one of these incidents and deaths are preventable. By looking out for each other and working together, we can help keep our communities safe and prevent injuries and fatalities on or near railway property.

Safety is a core value at CN and we continue to take all necessary steps to protect our employees, communities, customers, vendors and partners with the objective of reducing rail related injuries and fatalities to zero. As we safely serve our customers and keep the economy moving, we remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States, and Mexico from September 19-25, 2022. Once again this year, efforts to get the rail safety message out will be stronger than ever and represent a unique opportunity to work together with you, *Operation Lifesaver*, local authorities, CN Police Service officers and all CN employees to help prevent accidents and injuries at rail crossings in your community, and ensure everyone's safety on and around railroad infrastructure year-round.

### **Rail Safety is a shared responsibility**

As leaders in your community, your council can continue to play a key role in preventing incidents and saving lives by adopting the attached draft proclamation, as you have done in previous years. Please send a copy of your proclamation by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca) and let us know about your plans to promote rail safety in your community.

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2022, please consult [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca).

Stephen Covey

Chief of Police and Chief Security  
Officer

Cyrus Reporter

Vice-President, Public, Government & Regulatory Affairs



# Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0  
519-463-5347 or 1-800-410-6882  
Secretary: Cretia Brittain 519-458-4865 e-mail @ cretia666@gmail.com



Township Office  
Drumbo, Ontario  
Wednesday, March 24, 2022, 1pm

## PSB MINUTES

The Police Services Board Meeting was called to order at 1:00pm by Karen Bartlett.

**Present:** Karen Bartlett, Bev Beaton, Staff Inspector Tony Hymers, Rodger Mordue and Cretia Brittain.

**Regrets:** Mark Peterson

**Declaration of Pecuniary Interests:** None

**Agenda:** Moved by Bev and seconded by Karen that the PSB Agenda for Mar 23<sup>rd</sup> be approved. Carried

**Minutes:** Moved by Bev and seconded by Karen that the PSB Minutes for Nov 24<sup>th</sup> be approved with addition of Mark Petersn in attendance Carried

**Business Arising from the Minutes:**

## NEW BUSINESS

1. Our officers Supported Ottawa and some surrounding areas. No overtime in our municipality Regional mobilization model  
OAPSB Zone 4 Membership taken care of  
March zone meeting via zoom Questions of groups role  
East Zorra Staffing Model: enhanced service of extra officer availability all cost 202 first year 180 2<sup>nd</sup> year, approved at all levels, 2 year minimum time frame Motion support feisability of ehananced troffic officer position twp bla ble, Furthor work required Motion caried

Nov Dec verbal  
no new  
no significgant

**Presentation/Delegations/Petitions:**

**Correspondence:**

1. none

**Detachment Commanders Report:** Inspector Tony Hymers (January, February)

1. Public Complaints – 0/0 in January, February
2. Secondary Employment – 0/0 new request in January, February
3. Patrol Hours– 206.5/11, 163/11 cruiser patrol hours and foot patrol hours in January, February
4. Calls For Service – There were 57/ 33 calls in January, February
5. Crime Statistics – There were 1 assaults, 1 mischiefs, 5 break & enters, 2 theft, 0 frauds, and 11 MVAs in September, 1 assaults, 3 mischiefs, 1 break & enter, 3 theft, 0 frauds and 15 MVAs in October
6. Tickets Written – 46/20 tickets written including 25/16 speeding, 5/1 plate/permit/insurance, 18/1 careless driving /handheld device in September, October
7. Crime Stoppers – 36/7, and 18/7 total/OPP tips via crime stoppers and 2/2 total cases cleared and 0/3 OPP charges laid as of a direct result of crime stoppers tips in September, October

**Other Business:**

**In Camera:** None

Next Meeting – Wednesday, June 22<sup>nd</sup> 1pm

Meeting was adjourned by Karen, seconded by Bev at 1:54pm

Submitted by: Cretia Brittain

**To: Warden and Members of County Council**

**From: Director of Public Works**

## **2021 Curbside Waste Audit and Organics Resource Recovery Technology Review**

### **RECOMMENDATION**

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- 1. That County Council receive Report No. PW 2022-33, entitled “2021 Curbside Waste Audit and Organics Resource Recovery Technology Review”, as information.**

### **REPORT HIGHLIGHTS**

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- This report summarizes the findings from the 2021 Curbside Waste (black bag) Audit that was undertaken as an update to the 2017 baseline waste audit. The composition of residential waste found in the black bag includes approximately 60% organic material (by weight) that could potentially be diverted for resource recovery and beneficial reuse for soil amendment and/or renewable gas and electricity to offset fossil fuels and associated greenhouse gas (GHG) emissions.
- The 2021 Curbside Waste findings are being used to fundamentally inform the Organics Resource Recovery Technology (ORRT) review which was initiated by staff in 2022 in order to identify the preferred approach for a County-wide food and organic waste diversion program to meet objectives established in the Provincial Food and Organic Waste Framework.
- The County currently operates successful waste diversion programs (blue box, scrap metal, e-waste, tires, household hazardous waste, construction and demolition materials, biosolids, film plastics, bulky Styrofoam, and yard waste); however, the overall landfill diversion rate has plateaued at around 40 to 43% since 2018. The potential diversion of food and organics from the waste stream will serve to further increase landfill waste diversion.

### **Implementation Points**

Staff will report to County Council in Q4 2022 on the draft findings of the ORRT Feasibility Study.

The 2021 curbside waste audit results will also be used to enhance public promotion and education on current waste diversion programs with greater focus on specific materials found in the residential garbage stream.

## Financial Impact







There are no financial impacts as a result of this report. Any required action that will result in expenditures has been accounted for in the 2022 Operating Budget for Waste Management.

## Communications

Findings from the 2021 Curbside Waste Audit and a summary of the ORRT feasibility study were presented to Zero Waste Oxford (ZWO) for discussion at the April 20, 2022 meeting.

Through the ORRT feasibility study, the Township of South-West Oxford and the City of Woodstock have been invited to participate on the project team to evaluate and comment on each project milestone. Further touchpoints with ZWO and County Council will occur throughout 2022 on the progress of the ORRT feasibility study for comment. Report No. PW 2022-33 will be circulated to area municipalities for information.

## Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.iii.	4.ii.		

## DISCUSSION

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### Background

In 2021, AET Group Inc. (AET) was retained to complete an audit of County residential curbside garbage (black bag) as an update to the comprehensive 2017 baseline waste audit that was undertaken to support the development of the Oxford County Zero Waste Plan (Report No. [PW 2017-42](#)). The findings of the 2021 residential waste characterization audit will be utilized to inform the Organics Resource Recovery Technology (ORRT) Feasibility study identified in the 2022 Business Plan and Budget. This study is being initiated to meet the Provincial Food and Organic Waste Framework objectives.

The objectives of the Provincial framework include waste prevention/reduction (e.g. rescue of surplus food), resource recovery, support of resource recovery infrastructure and beneficial uses of recovered organic resources such as soil amendments (composting), and production of renewable natural gas and electricity to offset fossil fuels and associated greenhouse gas emissions.

The Provincial framework also includes a policy statement that identifies municipal organic waste diversion targets based on population thresholds (Report No. [PW 2020-56](#)). The policy statement identifies curbside collection of source separated food and organic waste (SSO) as the preferred method of servicing single-family dwellings, although alternatives to curbside collection programs may be used if equivalent diversion targets can be achieved efficiently and effectively.

In Oxford County, the City of Woodstock is the only municipality that meets the population threshold and, therefore, will be required to achieve a 50% diversion of food and organic waste from single-family dwellings by 2025. The policy statement, however, encourages regional approaches (i.e. County-wide) to single family residential food and organics diversion along with complementary opportunities to capture organic waste generated by the multi-residential and Industrial, Commercial and Institutional (IC&I) sectors.

In addition to the Provincial Food and Organic Waste Framework, Environment and Climate Change Canada (ECCC) is developing a federal regulatory framework to reduce methane emissions from landfills (Report No. [PW 2022-23](#)) that is anticipated to compliment and increase the effectiveness of Provincial objectives through potential landfill bans of organic waste and further support of beneficial uses of recovered organic resources.

## **Comments**

### **2021 Curbside Waste (Black Bag) Characterization Audit**

AET completed a curbside residential garbage (black bag) audit in Q2 2021 (refer to Attachment No. 1) utilizing a similar sampling methodology as the 2017 baseline waste audit. The garbage from representative urban and rural curbside set-outs was collected over a two-week period from 24 sample areas of ten households each (240 households) throughout the County, including sample areas in each of the eight Area Municipalities.

Curbside set-out information (e.g. participation, number of bags/containers and fullness) within each sampling area was recorded. Garbage set-outs within the sample areas were collected and sorted into different categories to determine waste characterization by the percentage of total weight. Each sample area was distinguished as either urban/village or rural depending on surrounding land use and building density.

Residential garbage composition (rural/urban combined) based on the 2021 audit results are illustrated in Figure 1.

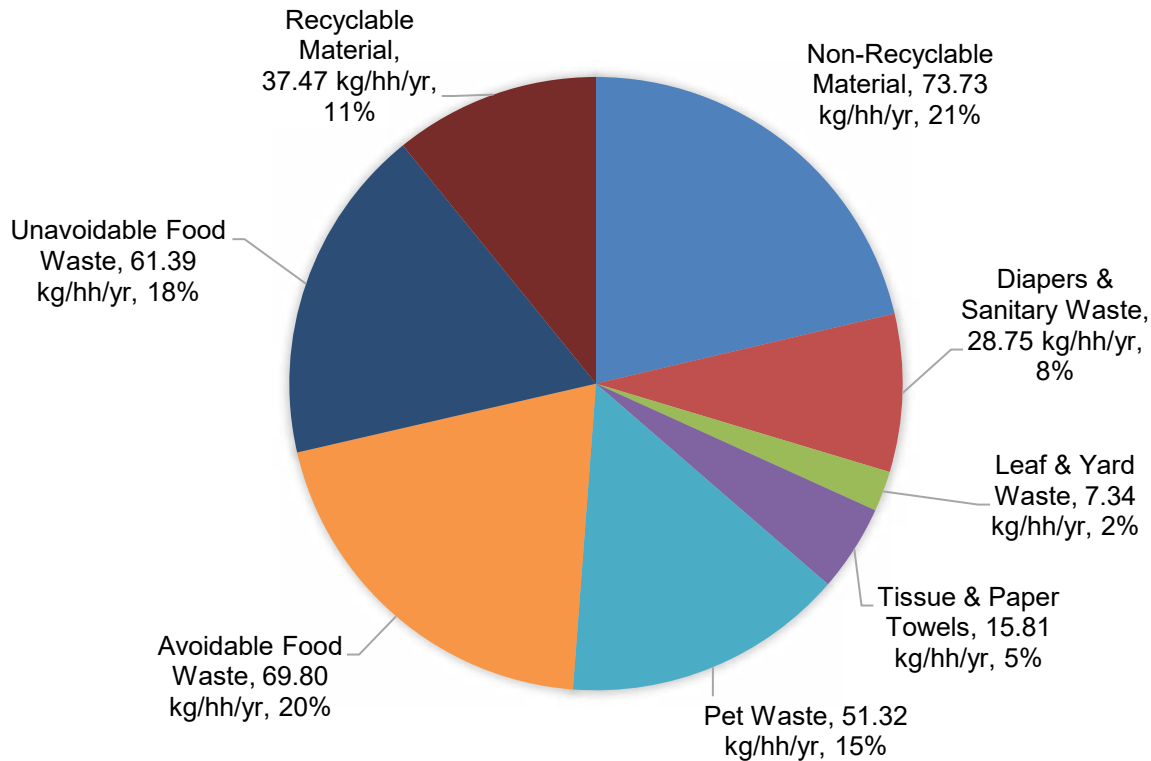


Figure 1: 2021 Rural/Urban Residential Waste Composition (kg/household/year)

Garbage composition is divided into several waste categories representing material types by the percentage of total weight that either must be landfilled, are part of current diversion programs (e.g. yard waste, recyclable material), or could be diverted through the future implementation of organics resource recovery technologies. Food and organic waste is further categorized by material types that pose different challenges and opportunities for organics waste reduction, collection and resource recovery programs.

Food and organic waste includes avoidable food waste or surplus food that would have potentially been consumable but may have spoiled, whereas, unavoidable food waste is not meant for consumption (such as peelings, bones, coffee grounds, etc.). Pet waste and diapers include organic material but could pose potential processing challenges associated with contamination from absorbent and synthetic material.

The composition of residential garbage based on the 2021 audit results was found to be generally consistent with the 2017 baseline audit. The key findings of the 2021 audit as summarized in Table 1 identified increases in the amount of garbage generated per single-family household compared to 2017. The percentage of organic material (approximately 60% by weight) found in the black bag was also higher in 2021 compared to the 2017 results.

Garbage generation per single-family household and participation in the curbside collection program is typically lower in rural areas than in urban areas. This can be attributed to agricultural operations that may utilize private waste management services and rural properties with onsite compost piles.



Table 1: Key Findings from the 2021 Waste Audit

<b>Residential Waste - Urban/Rural Combined</b>	<b>2021</b>	<b>2017</b>
Garbage Participation Rate Per Week <sup>1</sup>	50.52%	40.79%
Average Full Container Equivalents Per Household	1.42	1.46
Average Garbage Generation Rate Per Household	6.63 kg/hh/wk	5.54 kg/hh/wk
Organic Waste Component in the Black Bag (by weight)	57.40%	46.90%
<b>Residential Waste – Urban</b>	<b>2021</b>	<b>2017</b>
Garbage Participation Rate Per Week <sup>1</sup>	57.10%	42.74%
Average Full Container Equivalents Per Household	1.39	1.45
Average Garbage Generation Rate Per Household	7.63 kg/hh/wk	6.25 kg/hh/wk
Organic Waste Component in the Black Bag (by weight)	60.84%	47.88%
<b>Residential Waste – Rural</b>	<b>2021</b>	<b>2017</b>
Garbage Participation Rate Per Week <sup>1</sup>	30.83%	35.00%
Average Full Container Equivalents Per Household	1.58	1.48
Average Garbage Generation Rate Per Household	3.32 kg/hh/wk	3.07 kg/hh/wk
Organic Waste Component in the Black Bag (by weight)	49.54%	43.52%

**NOTES:** <sup>1</sup> Garbage set out over two week sampling period

<sup>2</sup> Includes avoidable/unavoidable food waste, pet waste, tissues/paper towels

### Historical Waste Quantities - Landfilled vs Diverted

The County’s ongoing waste diversion programs (e.g. blue box, scrap metal, e-waste, tires, household hazardous waste, construction and demolition materials, biosolids, film plastics, bulky Styrofoam, and yard waste) have effectively diverted material from landfilling for resource recovery and beneficial reuse. Organic waste reduction has also been promoted by the County through the implementation of backyard composters and green cone digesters, although this approach does not reduce greenhouse gas emissions associated with organics decomposition.

Historical waste quantities (landfilled vs diverted) processed at the Oxford County Waste Management Facility from 2017 to 2021 as shown in Figure 2 have seen annual increases in diverted waste tonnages that are proportional to annual increases in landfilled waste tonnages; however, the overall landfill diversion rate since 2018 has plateaued at 40 to 43%. Based on current fill rates, the remaining capacity of the County’s landfill site is estimated between 30 to 35 years.



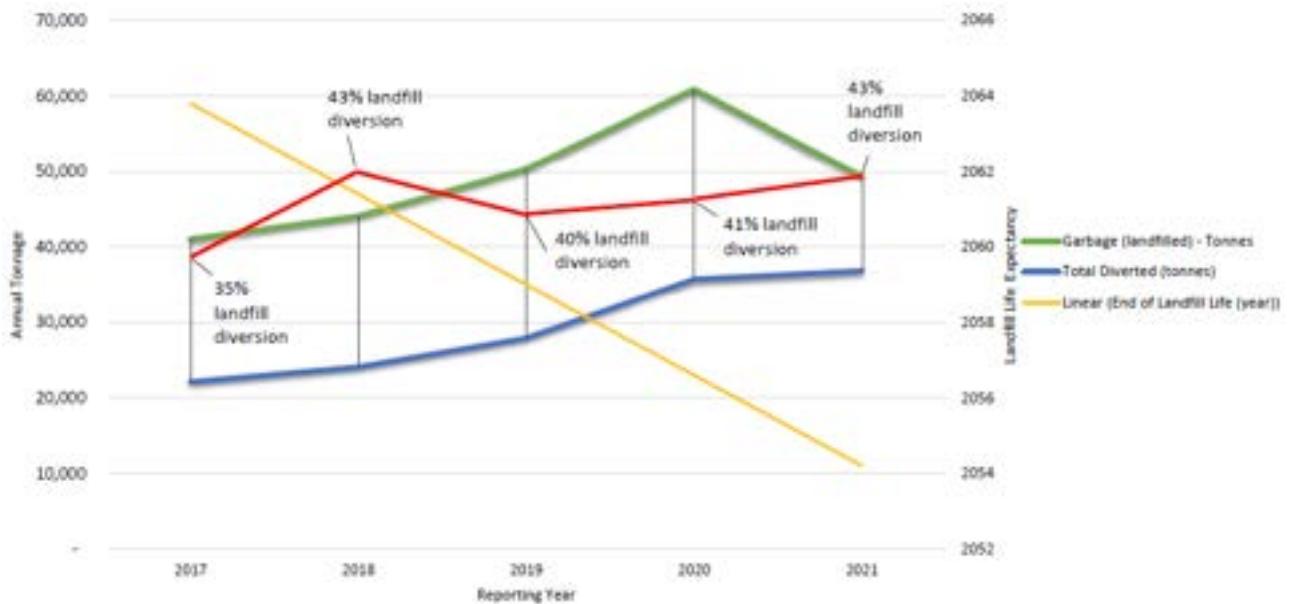


Figure 2: Historical Waste Quantities – Landfilled vs Diverted (2017 – 2021)

In the absence of waste recovery and reduction technological intervention, it will be challenging for the County to further increase landfill diversion rates. Food and organic waste diversion and resource recovery for beneficial use is an opportunity to increase diversion rates and extend the remaining capacity of the County’s landfill site. Curbside collection of organic waste has been implemented by many larger municipalities and organics resource recovery technologies are proven and have become well established locally.

### ORRT Feasibility Study

An ORRT Feasibility Study undertaking was identified in the 2022 Business Plan and Budget and was recently initiated following consultant selection through a competitive Request for Proposal (RFP) process. The ORRT study objective is to evaluate and identify a preferred technology for organic waste diversion and resource recovery for beneficial use to meet the Provincial Food and Organic Framework objectives by 2025.

Staff from the City of Woodstock (Woodstock) and Township of South-West Oxford (SWOX), as County service providers for curbside waste collection, have been invited to participate with County staff as part of the Project Team for this study. The ORRT study will consider the feasibility of a County-wide approach and the operational impacts on service providers. With the expected blue box program transition to full producer responsibility by 2025 and the potential for stranded assets, there may be opportunities for Woodstock and SWOX to utilize resources (e.g. staff and equipment) for curbside collection of food and organics.

Key ORRT study tasks and associated timelines are summarized in Table 2 below.

Table 2: ORRT Study Tasks/Timelines

Project Tasks	Task Details	Target Date
Task 1	Waste Management Background Review, Waste Generation Forecast, and ORRT Legislative Review	June 2022
Task 2	Identification of Integrated Waste Diversion Technology Concepts (ORRT Scenarios)	July 2022
Task 3	Full Lifecycle Costing and Integrated Waste Diversion Technology Concepts (ORRT Scenarios)	August 2022
Task 4	Identify Preferred Integrated Waste Diversion Technology Concept(s) (ORRT Scenarios)	September 2022
Task 5	Review of Potential Funding Streams to Support the Implementation of Preferred Diversion Technology	October 2022
Task 6	Integrated Waste Diversion Technology Concepts Report	October 2022

The Zero Waste Oxford (ZWO) Committee will be afforded opportunities to provide comments and feedback at various stages of this project and staff expect to report to County Council in Q4 2022 with draft findings and recommendations.

## **Conclusions**

The results of the 2021 curbside garbage audit demonstrate that 60% of the black bag (by weight) is composed of organic material which can be diverted from landfill and recovered for beneficial use.

The County is collaborating with its service providers to identify a County-wide preferred approach for the diversion of organic material from the waste stream. The benefits of doing so will extend the life of the County's landfill site and reduce associated greenhouse gas production which will position the County well to meet Provincial and Federal initiatives and advance forward in achieving the goals of the County's Zero Waste Plan.

## **SIGNATURES**

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### **Report Author:**

Original signed by

---

Pamela Antonio, M.P.A., B.E.S.  
Supervisor of Waste Management

### **Departmental Approval:**

Original signed by

---

David Simpson, P. Eng., PMP  
Director of Public Works

### **Approved for submission:**

Original signed by

---

Michael Duben, B.A., LL.B.  
Chief Administrative Officer

## **ATTACHMENT**

---

Attachment 1: 2021 Curbside Waste Audit (July, 2021)

**Spring 2021  
Oxford County  
Single Family Curbside Garbage  
Stream Composition Study**

**Waste Composition Study Report**

Prepared for  
Oxford County

Prepared by

AET Group Inc.

531 Wellington St. North  
Kitchener ON N2H 5L6  
T (519) 576-9723  
F (519) 570-9589  
[www.aet98.com](http://www.aet98.com)

July 20, 2021

**Project No.** OXF\_WAC2021\_097



*Environmental Consulting, Auditing  
& Scientific Services*



## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>1.0 INTRODUCTION .....</b>	<b>3</b>
1.1 Definitions .....	3
1.2 Background .....	3
1.3 Audit Scope .....	3
<b>2.0 APPROACH AND METHODOLOGY .....</b>	<b>5</b>
2.1 Single Family Residential Curbside.....	5
2.2 Assumptions, Limitations & Calculations.....	7
<b>3.0 RESULTS AND DISCUSSION .....</b>	<b>8</b>
3.1 Collection Results.....	8
3.2 Garbage Stream Composition Results .....	9
3.3 Garbage Stream Results by Municipality .....	10
3.4 Waste Diversion Opportunities.....	11

## LIST OF TABLES

Table 1.1 Spring Audit Schedule.....	4
Table 2.1 Single Family Residential Curbside Sample Areas .....	5
Table 3.1 Collection Survey Results.....	9
Table 3.2 Garbage Stream Results by Municipality.....	10
Table 3.3 Divertible Material in Garbage .....	12

## LIST OF FIGURES

Figure 3.1 Garbage Composition.....	10
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## APPENDICES

- Appendix A. Waste Audit Results
- Appendix B. Waste Material Categories

## EXECUTIVE SUMMARY

Oxford County contracted AET Group Inc. (AET) to conduct a single family residential curbside garbage stream audit over the course of two weeks from May 31 – June 11, 2021.

The audit included the collection and sorting of garbage from 24 sample areas of ten households each (240 households). Each sample area was distinguished as either urban/village or rural depending on the dispersal of homes and use of land within the immediate sampling area. Curbside set-out data (e.g. participation, number & fullness of items set out) and garbage stream composition data was analyzed for each sample area.

### Key Findings

Set out & Participation Results:

- Garbage (combined urban/village & rural) – Participation rate of 50.52% (proportion of households that have garbage set out on any given week) for the garbage stream. The average number of full container equivalents per household with a set out was 1.42.
- *Garbage (Rural areas)* – Participation rate of 30.83% for the garbage stream. The average number of full container equivalents per household with a set out was 1.58.
- *Garbage (Urban/Village) areas* – Participation rate of 57.10% for the garbage stream. The average number of full container equivalents per household with a set out was 1.39.
- Recycling (combined urban/village & rural) – Participation rate of 64.68% (proportion of households that have recycling set out on any given week) for the recycling stream. The average number of full container equivalents per household with a set out was 2.06.
- *Recycling (Rural)* – Participation rate of 39.08% for the recycling stream. The average number of full container equivalents per household with a set out was 1.80.
- *Recycling (Urban/Village)* – Participation rate of 73.91% for the recycling stream. The average number of full container equivalents per household with a set out was 2.12.

Garbage Stream Composition:

- Estimated average curbside garbage stream generation rate of a single family household is 6.63 kg/hh/wk (kilograms/household/week). The average for rural households was 3.32 kg/hh/wk, while urban/village areas was 7.63 kg/hh/wk.

- Organics was the largest component of the garbage stream at 3.80 kg/hh/wk or 57.40%. This category consisted of avoidable food waste, unavoidable food waste, fats, oils, & greases, tissue & paper towels, and pet waste (excludes leaf/yard waste). Avoidable food waste contributes 1.34 kg/hh/wk or 20.20% of the total combined garbage stream.
- Curbside Recyclable materials contribute to 0.72 kg/hh/wk or 10.84% of the garbage stream.

## 1.0 INTRODUCTION

### 1.1 Definitions

#### **Avoidable/Unavoidable Food Waste:**

Food waste found throughout the audit was either classified as Avoidable or Unavoidable. Avoidable food waste consists of food that is or was edible (e.g. leftovers, moldy bread, etc.). Unavoidable food waste consists of food that is inedible (e.g., bones, eggshells, fruits/vegetable peels/scraps, etc.).

#### **Garbage Stream:**

Material that is collected for disposal rather than diversion. It will include divertible material (recyclable/compostable materials) where the diversion programs are not operating at 100% capture. This material is sometimes referred to as residual waste or landfilled.

#### **HSW/HHW:**

Household Special Waste/Household Hazardous Waste is material that is potentially harmful to the environment (hazardous) and should be disposed of through special handlers (e.g. motor oil, batteries, chemicals, paint, etc.).

#### **Participation Rate:**

The percentage of the total households sampled that placed a bag, box, cart, or container of material out for curbside collection on a given week.

#### **Recycling Stream:**

Material that is diverted from the garbage stream in a recycling program such as Blue Box recycling. May also be referred to as “Recyclables”. Within this report common recyclables are referred to as the items accepted in Oxford County’s curbside recycling program.

### 1.2 Background

Oxford County contracted AET Group Inc (AET) to conduct a curbside residential garbage composition audit. The study will help improve understanding of current program use, identify areas for program improvement and build public communication campaigns.

### 1.3 Audit Scope

#### **Single family Residential Curbside Audit**

The scope of this portion of the study involved a physical audit of garbage generated curbside in the garbage stream during a two-week sample collection period from 240 single family households across the County. Two teams were deployed to complete the study from Monday May 31<sup>st</sup>- Friday June 11<sup>th</sup>, 2021, during which the garbage stream material generated and sampled during the auditing period was subject to waste composition analysis. The auditors also



carried out full curbside participation and set-out surveying, including curbside recycling, to determine the types and amounts of materials set out for collection. The auditing schedule is displayed in Table 1.1.

**Table 1.1 Spring Audit Schedule**

Oxford County - Curbside Team Schedules					
Week 1					
	Monday, May 31	Tuesday, June 1	Wednesday, June 2	Thursday, June 3	Friday, June 4
Team A	119 Carnegie Street (Ingersoll) 8:15am	200 Three Wood Dr (Woodstock) 10:30am	5 Lindsay St. (Tillsonburg) 9:15am	1165 Iroquois Cres. (Woodstock) 8:00am	35 River Rd/Young/Fennel (Blandford-Blenheim) 8:50am
	John Street (Zorra) - 2:00pm	22 Gibson Dr. (Tillsonburg) 3pm	13 Thistle Ct (Tillsonburg) - 11:20am	830 Springbank Ave (Woodstock) 10:30am	926862 Oxford Road 8 (Blandford-Blenheim) 10:00am
	355625 - 35th Line (Zorra) 2:30pm	Could check Greenwood Rd on the way to/from Three Wood Dr		583398 Hamilton Rd (South-West Oxford) 10:30 - 12:00	
			**Wed Route clustered-> divvy up		**Fri Route clustered/far
Team B	King Street (Woodstock) - 7:30am*	273 Tunis St. (Ingersoll) - 7:30am	283465 Daniel Rd. (South-West Oxford) 12:30 - 2:00pm	4 Clyde St. (Norwich) 9:00am	51 Liebler Street (East Zorra-Travistock) 9:20am
	Cross Place (Woodstock) - 7:30am	30 Laurel Crescent (Ingersoll) 9:30am	8 King St (Tillsonburg) - 2:00pm	Quaker St. (Norwich) 9:00am	677181 16th Line (East Zorra-Travistock) 12:00pm
	Totten Place (Woodstock) - 8:30am	10 Greenwood Rd. (Ingersoll) 1:40pm			
Week 2					
	Monday, June 7	Tuesday, June 8	Wednesday, June 9	Thursday, June 10	Friday, June 11
Team A	119 Carnegie Street (Ingersoll) 8:15am	200 Three Wood Dr (Woodstock) 10:30am	5 Lindsay St. (Tillsonburg) 9:15am	830 Springbank Ave (Woodstock) 7:30am	35 River Rd/Young/Fennel (Blandford-Blenheim) 8:50am
	John Street (Zorra) - 2:00pm	10 Greenwood Rd. (Ingersoll) 1:40pm	13 Thistle Ct (Tillsonburg) - 11:20am	1165 Iroquois Cres. (Woodstock) 10:30am	926862 Oxford Road 8 (Blandford-Blenheim) 10:00am
	355625 - 35th Line (Zorra) 2:30pm	22 Gibson Dr. (Tillsonburg) 3pm			
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Team B	King Street (Woodstock) - 7:30am*	273 Tunis St. (Ingersoll) - 7:30am	8 King St (Tillsonburg) - 2:00pm	4 Clyde St. (Norwich) 9:00am	51 Liebler Street (East Zorra-Travistock) 9:20am
	Cross Place (Woodstock) - 9:00am	30 Laurel Crescent (Ingersoll) 9:30am		Quaker St. (Norwich) 9:00am	677181 16th Line (East Zorra-Travistock) 12:00pm
	Totten Place (Woodstock) - 11:00am	Could check Greenwood Rd on the way to/from Ingersol		283465 Daniel Rd. (South-West Oxford) 12:30 - 2:00pm	583398 Hamilton Rd (South-West Oxford) 10:30 - 12:00
Daniel Rd. and Hamilton Rd have 6-day collection schedules, different collection day week 1 vs week 2 Different times given for week 1 vs 2 based on Garbage vs. Garbage/Recycling *King street under construction, must be picked up before 7:30am **On Wed & Fri : choose route that best suits the teams, possible options: collect together, send one team only, one team early pass/one later, etc.					

## 2.0 APPROACH AND METHODOLOGY

### 2.1 Single Family Residential Curbside

#### Waste Sampling Process

AET Group Inc. collected garbage material from 240 single family residential curbside households over a two week sampling period. The residential areas were selected in consultation with the County to represent the various collection zones and demographics across the service area. When possible, the areas and households selected were the same as sampled in a similar 2017 curbside audit. All garbage material was collected from the selected households and brought back to a central location with each sample area sorted separately. The 240 households were segregated into 24 sample areas of 10 households each, as summarized in table 2.1 below. Note that each sample area was classified as either rural or urban, to assist with data analysis.

**Table 2.1 Single Family Residential Curbside Sample Areas**

Sample Areas		
Street	Municipality	Sample Area Classification
35th Line	Zorra	Rural*
John Street	Zorra	Urban/Village
Totten Place	Woodstock	Urban/Village
Cross Place	Woodstock	Urban/Village
King Street (Woodstock)	Woodstock	Urban/Village
Tunis Street	Ingersoll	Urban/Village
Laurel Crescent	Ingersoll	Urban/Village
Greenwood Road	Ingersoll	Urban/Village
Carnegie Street	Ingersoll	Urban/Village
Three Wood Drive	Woodstock	Urban/Village
Daniel Road	South-West Oxford	Rural
Gibson Drive	Tillsonburg	Urban/Village
Lindsay Street	Tillsonburg	Urban/Village
King Street (Tillsonburg)	Tillsonburg	Urban/Village
Hamilton Road	Ingersoll/South-West Oxford	Rural
Thistle Court	Tillsonburg	Urban/Village
Iroquois Crescent	Woodstock	Urban/Village
Springbank Avenue	Woodstock	Urban/Village
Clyde Street	Norwich	Urban/Village
Quaker Street	Norwich	Rural*
River Road/Young Street West/Fennel Street	Blandford-Blenheim	Urban/Village
Oxford Road 8	Blandford-Blenheim	Rural*
16th Line	East Zorra-Travistock	Rural*
Liebler Street	East Zorra-Travistock	Urban/Village

\*Adjacent or attached farmland on properties

## Collection Logs

Collection logs were maintained during the single family residential curbside collection for each of the 240 households. Information recorded in the log for included: the number and size of garbage and recycling cart/bin/container/bag items, combined fullness equivalent of items in each stream, time of AET team arrivals and if any haulers were observed in the area.

Upon analysis, collection log data provides an understanding of the total number of households with or without setouts, number of items each resident set out, average full container equivalents, and participation rates. Analysis was completed for rural and urban/village areas separately and combined.

## Material Sorting Process

All collected materials were physically sorted and weighed separately (in individually tared bins) into approximately 6 primary (Paper, Plastic, Metal, Glass, Organics, and Other) and 37 secondary categories (e.g., Newsprint, Recyclable Glass Containers, Clean Wood, Textiles, etc.) at the Oxford County Waste Management Facility located at 384060 Salford Road in Oxford County. The full list of sort categories can be found in Appendix B 1. AET made every reasonable effort to separate multi-material items and to separate food waste from their packaging.

Prior to weighing the sorted material, AET photographed any substantial or unusual material categories and items found. All sorted material was weighed for each sample using a digital scale (0.01 kg precision up to 40kg +/- 1% of true weight). Tare weights of the bins used for sorting were verified prior to the audit and checked regularly throughout the study to maintain accuracy. Light materials were weighed directly on the scale. The weight of each individual material category was recorded on a waste sort worksheet. Any unusual materials/items which may have not been representative, or which may have significantly affected the overall composition of the sample were also noted on the worksheet. Additional notes were made on the worksheet describing the contents of categories labeled “other” (e.g. other plastic would be identified – blister packaging, toothpaste tubes, etc.).

Once all waste material was classified and weighed, non-divertible material was placed in a large roll-off bin that was emptied by Oxford County Facility staff when needed. Likewise, post-audited recyclable material was placed in designated recycling totes in which Oxford County staff transferred to the appropriate facility area. Organic material disposal was not provided and therefore placed with garbage waste.

## 2.2 Assumptions, Limitations & Calculations

This audit assumes that the selected households are representative of the composition of waste generated by single family households in Oxford County. Sampling areas were defined as either urban/village or rural based on the spread or density of the households within the area and any attached/adjacent land use such as agricultural farming.

This audit assumes setout behaviour in rural areas was reflective of normal conditions for residents. Many rural areas had minimal setouts and it is assumed waste generated by these households may be collected by private haulers.

The audit occurred over a 2-week period in May and June, which best represents waste generation and composition for that time of year. Further seasonal audits would be recommended for a more accurate depiction of waste generation and composition over time.

Annual household generation rates were estimated by extrapolating the kg/household/week audit results to a full year equivalent. Overall estimated annual waste generation was calculated by multiplying the kg/household/year weight by the number of single family residential households in the County (proportionally weighted urban/village and rural), excluding multi-family residences.

This audit assumes that number of households statistics provided by Oxford County are accurate. The number of households per township was determined by the 2016 Municipal Property Assessment Corporation (MPAC) dataset.

The following calculations were used to calculate the overall generation of waste. The results were averaged to calculate the overall results displayed in this report.

### Weekly Waste Generation (kg/hh/wk):

$$\left( \frac{\text{weight of material generated over two week audit period}}{\# \text{ of hhlds sampled}} \right) \times (7 \text{ days})$$

14 days

### Yearly Waste Generation (kg/hh/yr):

$$\left( \frac{\text{weight of material generated over two week audit period}}{14 \text{ days}} \right) \times (365 \text{ days/year})$$

It should be noted that calculations for samples collected from Southwest Oxford were adjusted to account for the 6-day collection cycle there, representing 8 days of waste generation.

## 3.0 RESULTS AND DISCUSSION

Results shown in this section are summarized into primary and secondary categories. Detailed tables by material sub-category are available in Appendix A1. Please note for the purposes of this study, materials have been classified as ‘recyclable’, ‘organic’ or ‘non-divertible’ based on their acceptance into the curbside diversion programs (Blue Box, Leaf/Yard or Garbage).

For illustrative purposes, some of the results have been extrapolated to estimated generation rates of kilograms per household per week (kg/hh/wk) and kilograms per household per year (kg/hh/yr).

### 3.1 Collection Results

As mentioned in the assumptions section of this report, some rural/farmland areas had little to no setouts, resulting in lower average participation and setout results. To better understand the trends seen during collection, sample areas have been classified as either “urban/village” or “rural”. Collection survey results for both garbage and recycling streams were recorded, though only the garbage stream was collected for further auditing.

The average number of garbage and recycling items set out per single family household per week in Oxford County is 0.36 and 1.22, respectively. An item is defined as a bag, blue box or garbage can (a garbage can which contained multiple bags would only count a 1 item). The average full container equivalent per setout per week for garbage and recycling is 0.36 and 1.16, respectively. Finally, participation rates for the garbage and recycling streams are 50.52% and 64.68%, respectively. For the purposes of this study, the participation rate is the proportion of households that have an item set out in a particular stream on any given week (e.g., if a household had garbage set out in week 1, but not week 2, the participation rate is calculated as ½ or 50%). Urban/village sample areas had higher recycling participation rates vs. rural areas (73.91% vs. 39.08%) and higher garbage participation rates vs. rural areas (57.10% vs. 30.83%).

The curbside collection surveying results can be found in Table 3.1. The results show averages for recycling and garbage for all households sampled, urban/village areas only, and rural areas only. It should be noted that Woodstock’s recycling collection schedule allows for residents to set out recycling only once every two weeks. The calculations in the table below account for the 60 households sampled in Woodstock on this schedule.

**Table 3.1 Collection Survey Results**

Oxford County Single Family Waste Curbside Collection Survey Results						
Week #1	Recycling (Combined)	Garbage (Combined)	Recycling (Urban/Village)	Garbage (Urban/Village)	Recycling (Rural)	Garbage (Rural)
Number of households sampled <sup>1</sup>	210	240	150	180	60	60
Number of households with set outs	136	122	111	102	25	20
Number of items	281	179	237	145	44	34
Number of full container equivalents	274	177	232	143	43	34
Participation Rate	64.76%	50.83%	74.00%	56.67%	41.67%	33.33%
Week #2	Recycling (Combined)	Garbage (Combined)	Recycling (Urban/Village)	Garbage (Urban/Village)	Recycling (Rural)	Garbage (Rural)
Number of households sampled <sup>1</sup>	209	239	149	179	60	60
Number of households with set-outs	135	120	110	103	22	17
Number of items	302	169	253	144	49	25
Number of full container equivalents	284	166	238	141	42	25
Participation Rate	64.59%	50.21%	73.83%	57.54%	36.50%	28.33%
Total (Two Week Period)	Recycling (Combined)	Garbage (Combined)	Recycling (Urban/Village)	Garbage (Urban/Village)	Recycling (Rural)	Garbage (Rural)
Total number of households sampled <sup>1</sup>	419	479	299	359	120	120
Total number of household set-outs	271	242	221	205	47	37
Total number of items	583	348	490	289	93	59
Total number of full container equivalents	558.00	342.50	469.00	284.00	84.50	58.50
Average number of items/hh/wk <sup>2</sup>	1.22	0.36	1.36	0.40	0.77	0.25
Average number of full container equivalents/hh/wk <sup>2</sup>	1.16	0.36	1.31	0.40	0.70	0.24
Average number of full container equivalents/set out <sup>3</sup>	2.06	1.42	2.12	1.39	1.80	1.58
Participation Rate	64.68%	50.52%	73.91%	57.10%	39.08%	30.83%

<sup>1</sup> Number of households sampled is adjusted to omit those households that were picked up by hauler prior to the audit team's arrival or households opting out of study.

<sup>2</sup> Averaged across all sampled households (including those with no setouts, but not those collected by hauler). This does not represent the average per household with a setout.

<sup>3</sup> Averaged total number of full container equivalents per household setouts with consideration of heavier set-outs from 3 streets with bi-weekly setout schedules

### 3.2 Garbage Stream Composition Results

An estimated 345.62 kg/hh/yr of material placed in the garbage stream, largely consisting of Non-Recyclable Material (29.63%), Avoidable Food Waste (27.34%), and Unavoidable Food Waste (17.76%). However, 10.84% of Oxford County's single family household garbage stream consists of divertible material. See Figure 3.1 for a more detailed breakdown.

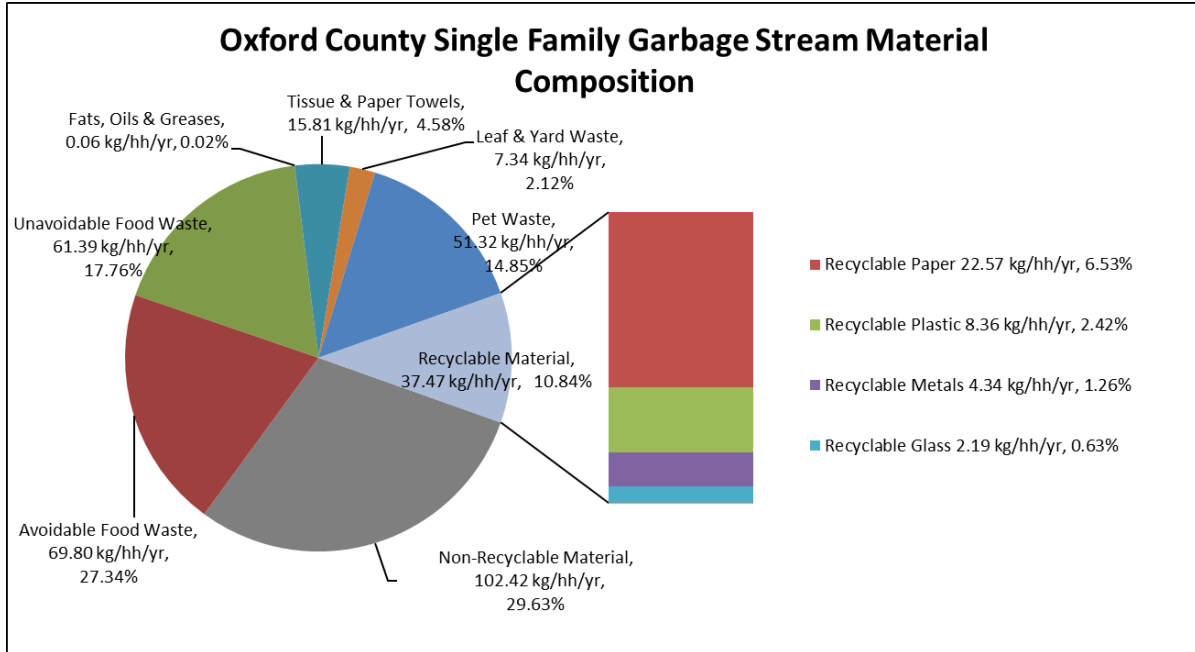


Figure 3.1 Garbage Composition

### 3.3 Garbage Stream Results by Municipality

Table 3.2 shows a general summary of the curbside audit results by municipality. It should be noted that the audit sampling methodology was designed to provide a picture of Oxford County as a whole (i.e., 240 households from 24 sampling areas representing overall mix of housing types and demographics across County). Although samples were collected from each municipality within the County, caution should be exercised when looking at any municipality’s results on their own, as the number of households sampled in any given municipality are not necessarily representative of the whole municipality.

Table 3.2 Garbage Stream Results by Municipality

	Woodstock	Zorra	South-West Oxford	Ingersoll	Tilsonburg	Norwich	East Zorra-Travistock	Blandford-Blenheim
Participation Rate	54.17%	30.00%	17.50%	60.00%	59.49%	47.50%	30.00%	80.00%
Generation (kg/HH/wk)	9.16	4.43	2.18	14.76	6.58	4.96	1.86	7.72
Leaf & Yard Waste (%)	1.55%	1.57%	2.01%	1.88%	2.97%	0.34%	2.02%	2.21%
Leaf & Yard Waste (kg/HH/wk)	0.14	0.07	0.04	0.28	0.20	0.02	0.04	0.17
Avoidable Food Waste (%)	22.99%	17.57%	5.45%	20.91%	20.93%	18.43%	14.02%	14.70%
Avoidable Food Waste (kg/HH/wk)	2.11	0.78	0.12	3.09	1.38	0.91	0.26	1.14
Unavoidable Food Waste (%)	19.77%	17.21%	10.25%	11.56%	19.01%	12.36%	36.19%	22.76%
Unavoidable Food Waste (kg/HH/wk)	1.81	0.76	0.22	1.71	1.25	0.61	0.67	1.76
Pet Waste (%)	9.82%	21.74%	21.74%	21.40%	18.60%	3.63%	1.59%	20.18%
Pet Waste (kg/HH/wk)	0.90	0.96	0.47	3.16	1.22	0.18	0.03	1.56
Fats, Oils & Greases (%)	0.00%	0.01%	0.00%	0.03%	0.07%	0.00%	0.00%	0.00%
Fats, Oils & Greases (kg/HH/wk)	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00
Tissue & Paper Towels (%)	4.35%	7.09%	3.09%	3.65%	4.72%	3.81%	6.11%	5.25%
Tissue & Paper Towels (kg/HH/wk)	0.40	0.31	0.07	0.54	0.31	0.19	0.11	0.41
Recyclables (%)	12.00%	6.93%	10.75%	9.22%	12.62%	15.69%	8.90%	7.93%
Recyclables (kg/HH/wk)	1.10	0.31	0.23	1.36	0.83	0.78	0.17	0.61
Other Materials (%)	29.51%	27.89%	46.71%	31.34%	21.08%	45.75%	31.17%	26.97%
Other Materials (kg/HH/wk)	2.70	1.24	1.02	4.63	1.39	2.27	0.58	2.08

### 3.4 Waste Diversion Opportunities

Based on the results gathered, there are potential waste diversion opportunities that should be considered. The following summarizes the materials currently found in the garbage stream, which are either divertible or causing contamination.

#### Source Separated Organics Program

Oxford County currently does not have a source separated organics program to divert organic material from the waste stream. Avoidable food waste (20.20%), unavoidable food waste (17.76%), and paper tissue/towelling (4.58%), comprise a cumulative 42.53% of all garbage generated. Even excluding sometimes non-accepted green bin materials from these categories (e.g., cooking oils, bones etc.), the implementation of a source separated organics program would have an immediate and significant impact on the amount of landfilled material.

#### Increase Diversion of Blue Box Material

Divertible material (material accepted in the existing blue box program) composes 10.84% of all garbage material in Oxford County. The top divertible material found in the garbage stream is mixed recyclable paper. Mixed recyclable paper includes items such as: mixed fine paper, kraft paper, boxboard, moulded pulp, magazines and catalogues, telephone books, non-foil gift wrap, and unsoiled paper plates.

Other notable divertible materials found in the garbage stream are other recyclable plastics and recyclable metal containers, contributing 6.14 kg/hh/yr (1.78%) and 4.34 kg/hh/yr (1.26%), respectively. Other recyclable plastics include #1 PET thermoform, #2 HDPE bottles, jars, and jugs, wide mouth containers, #5 polypropylene tubs and lids, rigid plastics (#3, #4, #6, #7) yogurt tubs, sour cream containers, clamshell containers. Recyclable metal containers commonly found include steel and aluminum food and beverage cans, aluminum foil, empty steel paint cans, and empty aerosol containers. Table 3.2 has a detailed breakdown of divertible material found in the garbage stream.



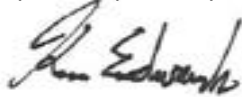
**Table 3.3 Divertible Material in Garbage**

Material Category	Per Household Per Year kg/hh/yr	Percent of Total Material Generated
Mixed Recyclable Paper	16.44	4.76%
Other Recyclable Plastics	6.14	1.78%
Recyclable Metal Containers	4.34	1.26%
Paper Cups	2.27	0.66%
#1 PET Bottles & Jars	2.23	0.64%
Recyclable Glass Containers	2.19	0.63%
Corrugated Cardboard	1.83	0.53%
Polycoat/Composite Containers	1.49	0.43%
Newsprint	0.54	0.16%
<b>Total</b>	<b>37.47</b>	<b>10.84%</b>

**Alternative Disposal Methods**

Sampling areas noted as rural areas appeared to be houses attached/adjacent to farmland/agricultural property. Sixty households were classified to be rural sampling areas. As previously noted, curbside participation rates for rural household are considerably lower than for urban/village. Many rural households (farms) are known to have private collection service providers collect waste from their properties. Although the audit results have been weighted proportionally between urban/village and rural households, the fact that many rural farm properties do not use the curbside program(s) reduces the County’s overall curbside generation rates.

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**Disclaimer**

AET Group Inc. makes no warranty and assumes no liability for the information contained in this report outlining the waste audit study results. These results reflect measurements made over the two-week study period as described in the methodology. As such, waste generation measurements should be considered snapshots and may not reflect accurately conditions across Oxford County over time. These reported generation, capture, diversion, and contamination rates more accurately reflect the quantity of each material generated over the study period and have been extrapolated to calculate annual rates based on 365 days a year as outlined in the calculations.

## Oxford County Single Family Waste Composition Study: Spring 2021

		Municipality:	Zorra	Zorra	Zorra	Zorra	Woodstock	Woodstock	Woodstock	Woodstock	Woodstock
		Sample Area:	35th Line	35th Line	John Street	John Street	Totten Place	Totten Place	Cross Place	Cross Place	King Street
		Waste Stream:	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	
		Community Type:	Rural	Rural	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	
		Date Collected (month/day/year):	05/31/2021	06/07/2021	05/31/2021	06/07/2021	05/31/2021	06/07/2021	05/31/2021	06/04/2021	05/31/2021
		Waste Generation Period (number of days):	7 days	7 days	7 days	7 days	7 days	7 days	7 days	7 days	
		Notes:									
		Week:	Week 1	Week 1	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	
<b>1. PAPER</b>											
Newsprint	R	0.00	0.00	0.06	0.00	0.00	0.66	0.43	0.00	0.14	
Corrugated Cardboard	R	0.04	0.00	0.06	0.00	0.06	0.00	1.39	0.73	0.39	
Mixed Recyclable Paper	R	0.78	0.14	2.36	2.76	1.49	2.02	6.37	11.47	2.34	
Non-Recyclable Paper	W	0.18	0.47	0.60	0.97	0.55	0.66	1.39	0.27	0.41	
Polycoat/Composite Containers	R	0.00	0.05	0.03	0.31	0.33	0.59	1.03	0.65	2.34	
Paper Cups	R	0.02	0.00	0.13	0.21	0.37	0.67	1.83	2.40	0.63	
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>0.84</b>	<b>0.19</b>	<b>2.64</b>	<b>3.28</b>	<b>2.25</b>	<b>3.94</b>	<b>11.05</b>	<b>15.25</b>	<b>5.84</b>	
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>0.18</b>	<b>0.47</b>	<b>0.60</b>	<b>0.97</b>	<b>0.55</b>	<b>0.66</b>	<b>1.39</b>	<b>0.27</b>	<b>0.41</b>	
<b>Total Paper</b>		<b>1.02</b>	<b>0.66</b>	<b>3.24</b>	<b>4.25</b>	<b>2.80</b>	<b>4.60</b>	<b>12.44</b>	<b>15.52</b>	<b>6.25</b>	
<b>2. PLASTIC</b>											
#1 PET Bottles & Jars	R	0.02	0.00	0.43	0.37	0.61	0.05	1.55	2.22	0.48	
Other Recyclable Plastics	R	0.78	0.18	0.82	1.05	1.09	1.06	3.30	4.86	0.89	
Stand-up Pouches	W	0.00	0.00	0.00	0.02	0.00	0.05	0.31	0.18	0.02	
Plastic Film or Sheet Film	W	0.29	0.67	2.63	1.62	0.78	1.49	2.56	3.51	1.26	
Non-Recyclable Plastic Packaging	W	0.81	0.56	2.13	3.00	1.43	3.07	3.69	8.36	3.94	
Non-Recyclable (non-packaging) plastic films	W	0.55	0.40	1.09	1.21	1.20	2.37	2.43	3.25	1.28	
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	0.15	1.73	1.59	0.45	7.15	4.65	0.46	1.58	0.27	
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>0.80</b>	<b>0.18</b>	<b>1.25</b>	<b>1.42</b>	<b>1.70</b>	<b>1.11</b>	<b>4.85</b>	<b>7.08</b>	<b>1.37</b>	
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>1.80</b>	<b>3.36</b>	<b>7.44</b>	<b>6.30</b>	<b>10.56</b>	<b>11.63</b>	<b>9.45</b>	<b>16.88</b>	<b>6.77</b>	
<b>Total Plastic</b>		<b>2.60</b>	<b>3.54</b>	<b>8.69</b>	<b>7.72</b>	<b>12.26</b>	<b>12.74</b>	<b>14.30</b>	<b>23.96</b>	<b>8.14</b>	
<b>3. METALS</b>											
Recyclable Metal Containers	R	0.24	0.06	0.45	0.95	0.44	0.44	1.21	2.59	0.60	
Ferrous Metal	W	0.39	0.00	1.06	0.02	0.54	0.06	0.03	0.16	0.07	
Non-Ferrous Metal	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Mixed Metals	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>0.24</b>	<b>0.06</b>	<b>0.45</b>	<b>0.95</b>	<b>0.44</b>	<b>0.44</b>	<b>1.21</b>	<b>2.59</b>	<b>0.60</b>	
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.39</b>	<b>0.00</b>	<b>1.06</b>	<b>0.02</b>	<b>0.54</b>	<b>0.06</b>	<b>0.03</b>	<b>0.16</b>	<b>0.07</b>	
<b>Total Metals</b>		<b>0.63</b>	<b>0.06</b>	<b>1.51</b>	<b>0.97</b>	<b>0.98</b>	<b>0.50</b>	<b>1.24</b>	<b>2.75</b>	<b>0.67</b>	
<b>4. GLASS</b>											
Recyclable Glass Containers	R	0.00	0.00	0.20	0.41	0.00	0.30	0.94	0.99	0.81	
Other Non-Recyclable Glass	W	0.00	0.00	0.03	0.08	0.00	2.30	0.34	0.26	0.16	
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>0.41</b>	<b>0.00</b>	<b>0.30</b>	<b>0.94</b>	<b>0.99</b>	<b>0.81</b>	
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.03</b>	<b>0.08</b>	<b>0.00</b>	<b>2.30</b>	<b>0.34</b>	<b>0.26</b>	<b>0.16</b>	
<b>Total Glass</b>		<b>0.00</b>	<b>0.00</b>	<b>0.23</b>	<b>0.49</b>	<b>0.00</b>	<b>2.60</b>	<b>1.28</b>	<b>1.25</b>	<b>0.97</b>	
<b>5. ORGANICS</b>											
Avoidable Food Waste	W	7.15	5.17	9.71	9.64	4.61	23.32	45.49	40.10	26.91	
Unavoidable Food Waste	W	4.36	1.33	10.36	16.00	3.45	14.03	19.53	16.31	13.95	
Fats, Oils & Greases	W	0.00	0.00	0.00	0.02	0.00	0.00	0.00	0.00	0.00	
Tissue & Paper Towels	W	1.46	1.27	3.49	6.92	2.15	4.13	4.59	6.10	3.92	
Leaf & Yard Waste	O	0.33	0.00	0.53	2.10	0.06	0.89	0.28	1.82	0.00	
Pet Waste	W	0.06	0.00	32.54	9.05	0.00	4.00	2.41	15.91	1.42	
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>0.33</b>	<b>0.00</b>	<b>0.53</b>	<b>2.10</b>	<b>0.06</b>	<b>0.89</b>	<b>0.28</b>	<b>1.82</b>	<b>0.00</b>	
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>13.03</b>	<b>7.77</b>	<b>56.10</b>	<b>41.63</b>	<b>10.21</b>	<b>45.48</b>	<b>72.02</b>	<b>78.42</b>	<b>46.20</b>	
<b>Total Organics</b>		<b>13.36</b>	<b>7.77</b>	<b>56.63</b>	<b>43.73</b>	<b>10.27</b>	<b>46.37</b>	<b>72.30</b>	<b>80.24</b>	<b>46.20</b>	
<b>6. OTHER</b>											
Concrete	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Clean Wood	W	0.00	0.00	0.00	0.11	1.38	0.00	0.05	0.10	3.01	
Treated Wood	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.15	0.00	
Rubber	W	0.00	0.00	0.00	0.00	0.54	0.17	0.00	0.17	0.00	
Ceramics & Porcelain	W	0.00	0.00	1.89	0.00	0.00	0.09	0.00	1.61	0.00	
Textiles	W	0.61	0.66	0.56	0.67	1.04	2.47	1.04	4.37	3.51	
Household Hazardous Waste (HHW)	W	0.00	0.00	3.25	0.02	4.72	0.00	0.07	0.00	0.00	
Electronics	W	0.00	0.00	0.85	0.06	0.13	0.01	0.00	0.30	0.00	
Rubble/Soil	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bulky Items	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Diapers & Sanitary Waste	W	0.00	5.61	0.99	1.76	3.70	4.23	18.46	27.62	2.99	
Other Waste	W	1.84	0.08	4.95	4.40	5.10	12.94	3.77	9.30	8.59	
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>2.45</b>	<b>6.35</b>	<b>12.49</b>	<b>7.02</b>	<b>16.61</b>	<b>19.91</b>	<b>23.39</b>	<b>43.62</b>	<b>18.10</b>	
<b>Total Other</b>		<b>2.45</b>	<b>6.35</b>	<b>12.49</b>	<b>7.02</b>	<b>16.61</b>	<b>19.91</b>	<b>23.39</b>	<b>43.62</b>	<b>18.10</b>	
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>1.88</b>	<b>0.43</b>	<b>4.54</b>	<b>6.06</b>	<b>4.39</b>	<b>5.79</b>	<b>18.05</b>	<b>25.91</b>	<b>8.62</b>	
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>0.33</b>	<b>0.00</b>	<b>0.53</b>	<b>2.10</b>	<b>0.06</b>	<b>0.89</b>	<b>0.28</b>	<b>1.82</b>	<b>0.00</b>	
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>17.85</b>	<b>17.95</b>	<b>77.72</b>	<b>56.02</b>	<b>38.47</b>	<b>80.04</b>	<b>106.62</b>	<b>139.61</b>	<b>71.71</b>	
<b>Grand Total</b>		<b>20.06</b>	<b>18.38</b>	<b>82.79</b>	<b>64.18</b>	<b>42.92</b>	<b>86.72</b>	<b>124.95</b>	<b>167.34</b>	<b>80.33</b>	

# Oxford County Single Family Waste Con

Municipality:	Woodstock	Ingersoll	Ingersoll	Ingersoll	Ingersoll	Ingersoll	Ingersoll	Ingersoll	Ingersoll	
	Sample Area:	King Street	Tunis Street	Tunis Street	Laurel Crescent	Laurel Crescent	Carnegie Street	Carnegie Street	Greenwood Rd	Greenwood Rd
Waste Stream:	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	
Community Type:	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	
Date Collected (month/day/year):	06/07/2021	06/01/2021	06/08/2021	06/01/2021	06/08/2021	05/31/2021	06/07/2021	06/01/2021	06/08/2021	
Waste Generation Period (number of days):	7 days	7 days	7 days	7 days	7 days	7 days	7 days	7 days	7 days	
Notes:										
Week:	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)
<b>1. PAPER</b>										
Newsprint	R	0.16	0.00	0.00	0.00	0.00	0.06	0.00	0.08	0.00
Corrugated Cardboard	R	0.27	0.17	0.00	0.14	0.54	0.10	0.98	0.14	0.00
Mixed Recyclable Paper	R	2.21	1.78	4.05	3.45	2.21	3.55	2.81	5.95	1.53
Non-Recyclable Paper	W	0.52	0.75	1.55	1.37	0.33	0.54	0.36	0.50	0.63
Polycoat/Composite Containers	R	0.14	0.31	0.42	0.41	0.10	0.23	0.35	0.00	0.10
Paper Cups	R	0.55	0.18	0.09	0.48	0.12	0.18	0.42	0.37	0.23
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>3.33</b>	<b>2.44</b>	<b>4.56</b>	<b>4.48</b>	<b>2.97</b>	<b>4.12</b>	<b>4.56</b>	<b>6.54</b>	<b>1.86</b>
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>0.52</b>	<b>0.75</b>	<b>1.55</b>	<b>1.37</b>	<b>0.33</b>	<b>0.54</b>	<b>0.36</b>	<b>0.50</b>	<b>0.63</b>
<b>Total Paper</b>		<b>3.85</b>	<b>3.19</b>	<b>6.11</b>	<b>5.85</b>	<b>3.30</b>	<b>4.66</b>	<b>4.92</b>	<b>7.04</b>	<b>2.49</b>
<b>2. PLASTIC</b>										
#1 PET Bottles & Jars	R	0.20	0.06	0.76	0.17	0.18	0.08	0.75	0.32	0.08
Other Recyclable Plastics	R	0.66	0.78	1.24	1.96	0.59	0.71	0.72	0.77	0.09
Stand-up Pouches	W	0.00	0.17	0.03	0.39	0.14	0.00	0.01	0.00	0.00
Plastic Film or Sheet Film	W	1.60	1.84	2.14	2.37	1.51	0.74	2.35	1.21	1.29
Non-Recyclable Plastic Packaging	W	2.08	4.31	4.92	6.22	1.61	1.18	2.17	1.42	1.77
Non-Recyclable (non-packaging) plastic films	W	0.75	0.82	1.91	1.48	0.72	0.93	1.00	0.78	0.43
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	1.15	0.26	2.72	2.42	0.36	0.52	0.52	2.71	0.43
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>0.86</b>	<b>0.84</b>	<b>2.00</b>	<b>2.13</b>	<b>0.77</b>	<b>0.79</b>	<b>1.47</b>	<b>1.09</b>	<b>0.17</b>
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>5.58</b>	<b>7.40</b>	<b>11.72</b>	<b>12.88</b>	<b>4.34</b>	<b>3.37</b>	<b>6.05</b>	<b>6.12</b>	<b>3.92</b>
<b>Total Plastic</b>		<b>6.44</b>	<b>8.24</b>	<b>13.72</b>	<b>15.01</b>	<b>5.11</b>	<b>4.16</b>	<b>7.52</b>	<b>7.21</b>	<b>4.09</b>
<b>3. METALS</b>										
Recyclable Metal Containers	R	1.18	0.60	2.17	1.47	0.69	0.28	1.68	0.47	0.48
Ferrous Metal	W	0.00	0.16	0.00	0.93	0.00	0.00	0.00	0.40	0.82
Non-Ferrous Metal	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mixed Metals	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>1.18</b>	<b>0.60</b>	<b>2.17</b>	<b>1.47</b>	<b>0.69</b>	<b>0.28</b>	<b>1.68</b>	<b>0.47</b>	<b>0.48</b>
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.00</b>	<b>0.16</b>	<b>0.00</b>	<b>0.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>0.82</b>
<b>Total Metals</b>		<b>1.18</b>	<b>0.76</b>	<b>2.17</b>	<b>2.40</b>	<b>0.69</b>	<b>0.28</b>	<b>1.68</b>	<b>0.87</b>	<b>1.30</b>
<b>4. GLASS</b>										
Recyclable Glass Containers	R	0.11	0.29	0.43	0.63	0.19	0.28	0.00	4.00	0.00
Other Non-Recyclable Glass	W	0.00	0.00	0.00	0.51	0.00	0.00	0.25	0.00	0.27
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>0.11</b>	<b>0.29</b>	<b>0.43</b>	<b>0.63</b>	<b>0.19</b>	<b>0.28</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.25</b>	<b>0.00</b>	<b>0.27</b>
<b>Total Glass</b>		<b>0.11</b>	<b>0.29</b>	<b>0.43</b>	<b>1.14</b>	<b>0.19</b>	<b>0.28</b>	<b>0.25</b>	<b>4.00</b>	<b>0.27</b>
<b>5. ORGANICS</b>										
Avoidable Food Waste	W	15.55	17.61	38.18	18.36	8.18	6.25	8.11	19.18	7.64
Unavoidable Food Waste	W	11.55	9.74	6.45	14.35	7.27	6.42	5.89	15.72	2.43
Fats, Oils & Greases	W	0.00	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00
Tissue & Paper Towels	W	0.00	4.90	2.86	0.00	3.10	2.79	3.56	3.41	0.93
Leaf & Yard Waste	O	5.37	0.14	0.45	4.45	4.42	1.52	0.03	0.07	0.01
Pet Waste	W	8.40	16.02	23.53	14.28	4.50	6.22	24.05	5.92	31.88
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>5.37</b>	<b>0.14</b>	<b>0.45</b>	<b>4.45</b>	<b>4.42</b>	<b>1.52</b>	<b>0.03</b>	<b>0.07</b>	<b>0.01</b>
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>35.50</b>	<b>48.27</b>	<b>71.02</b>	<b>47.19</b>	<b>23.05</b>	<b>21.68</b>	<b>41.61</b>	<b>44.23</b>	<b>42.88</b>
<b>Total Organics</b>		<b>40.87</b>	<b>48.41</b>	<b>71.47</b>	<b>51.64</b>	<b>27.47</b>	<b>23.20</b>	<b>41.64</b>	<b>44.30</b>	<b>42.89</b>
<b>6. OTHER</b>										
Concrete	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean Wood	W	0.01	0.01	0.00	0.00	0.00	0.00	0.05	0.42	0.00
Treated Wood	W	0.00	0.00	0.00	0.82	0.00	0.00	0.00	0.10	0.00
Rubber	W	0.00	0.00	0.13	0.00	0.00	0.00	0.00	0.00	0.00
Ceramics & Porcelain	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.47	0.00
Textiles	W	0.10	0.58	3.21	1.90	0.00	0.49	2.10	3.41	5.35
Household Hazardous Waste (HHW)	W	0.00	0.11	0.00	0.01	0.00	0.00	0.10	0.24	0.34
Electronics	W	0.00	0.04	0.09	0.06	0.76	0.00	0.00	1.00	0.10
Rubble/Soil	W	0.00	0.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bulky Items	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Diapers & Sanitary Waste	W	0.98	16.88	1.93	8.52	6.57	11.49	7.02	6.01	3.37
Other Waste	W	0.99	1.50	4.32	9.12	4.80	0.93	3.18	7.05	4.94
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>2.08</b>	<b>19.55</b>	<b>9.68</b>	<b>20.43</b>	<b>12.13</b>	<b>12.91</b>	<b>12.45</b>	<b>18.70</b>	<b>14.10</b>
<b>Total Other</b>		<b>2.08</b>	<b>19.55</b>	<b>9.68</b>	<b>20.43</b>	<b>12.13</b>	<b>12.91</b>	<b>12.45</b>	<b>18.70</b>	<b>14.10</b>
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>5.48</b>	<b>4.17</b>	<b>9.16</b>	<b>8.71</b>	<b>4.62</b>	<b>5.47</b>	<b>7.71</b>	<b>12.10</b>	<b>2.51</b>
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>5.37</b>	<b>0.14</b>	<b>0.45</b>	<b>4.45</b>	<b>4.42</b>	<b>1.52</b>	<b>0.03</b>	<b>0.07</b>	<b>0.01</b>
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>43.68</b>	<b>76.13</b>	<b>93.97</b>	<b>83.31</b>	<b>39.85</b>	<b>38.50</b>	<b>60.72</b>	<b>69.95</b>	<b>62.62</b>
<b>Grand Total</b>		<b>54.53</b>	<b>80.44</b>	<b>103.58</b>	<b>96.47</b>	<b>48.89</b>	<b>45.49</b>	<b>68.46</b>	<b>82.12</b>	<b>65.14</b>

# Oxford County Single Family Waste Con

Municipality:	Woodstock	Woodstock	South-West Oxford	South-West Oxford	Tiltsburg	Tiltsburg	Tiltsburg	Tiltsburg	Tiltsburg	
	Sample Area:	Three Wood Drive	Three Wood Drive	Daniel Road	Daniel Road	Gibson Drive	Gibson Drive	Lindsay Street	Lindsay Street	King Street
Waste Stream:	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	
Community Type:	Urban/Village	Urban/Village	Rural	Rural	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	
Date Collected (month/day/year):	06/01/2021	06/08/2021	06/03/2021	06/10/2021	06/01/2021	06/08/2021	06/02/2021	06/09/2021	06/02/2021	
Waste Generation Period (number of days):	7 days	7 days	8 days	8 days	7 days	7 days	7 days	7 days	7 days	
Notes:			8 Day Generation / No material set out by residents	8 Day Generation		#14 Gibson Dr opted-out in week 2. Sample size adjusted to 9				
Week:	Week 1	Week 2	Week 2	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)
<b>1. PAPER</b>										
Newsprint	R	0.36	0.62	0.00	0.00	0.10	0.00	0.00	0.00	0.02
Corrugated Cardboard	R	1.04	0.41	0.00	0.00	0.27	0.33	0.23	0.00	1.12
Mixed Recyclable Paper	R	6.48	6.83	0.00	0.03	1.83	1.08	1.90	3.95	4.48
Non-Recyclable Paper	W	1.04	1.06	0.00	0.00	0.32	0.42	0.59	0.52	0.68
Polycoat/Composite Containers	R	0.85	0.50	0.00	0.00	0.11	0.15	0.24	0.13	0.55
Paper Cups	R	0.97	0.68	0.00	0.02	0.08	0.02	0.17	0.45	2.72
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>9.70</b>	<b>9.04</b>	<b>0.00</b>	<b>0.05</b>	<b>2.39</b>	<b>1.58</b>	<b>2.54</b>	<b>4.53</b>	<b>8.89</b>
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>1.04</b>	<b>1.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.32</b>	<b>0.42</b>	<b>0.59</b>	<b>0.52</b>	<b>0.68</b>
<b>Total Paper</b>		<b>10.74</b>	<b>10.10</b>	<b>0.00</b>	<b>0.05</b>	<b>2.71</b>	<b>2.00</b>	<b>3.13</b>	<b>5.05</b>	<b>9.57</b>
<b>2. PLASTIC</b>										
#1 PET Bottles & Jars	R	1.04	0.53	0.00	0.02	0.07	0.00	0.26	0.65	0.69
Other Recyclable Plastics	R	3.74	2.18	0.00	0.08	0.45	0.15	1.77	1.75	1.55
Stand-up Pouches	W	0.08	0.24	0.00	0.03	0.00	0.03	0.00	0.00	0.17
Plastic Film or Sheet Film	W	3.66	1.68	0.00	0.19	1.17	1.21	1.50	1.10	2.41
Non-Recyclable Plastic Packaging	W	4.35	2.47	0.00	0.10	1.00	1.61	1.69	2.08	2.14
Non-Recyclable (non-packaging) plastic films	W	2.14	1.52	0.00	0.31	0.79	0.63	1.04	0.63	1.80
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	3.84	1.65	0.00	0.00	0.48	0.00	0.27	0.26	0.49
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>4.78</b>	<b>2.71</b>	<b>0.00</b>	<b>0.10</b>	<b>0.52</b>	<b>0.15</b>	<b>2.03</b>	<b>2.40</b>	<b>2.24</b>
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>14.07</b>	<b>7.56</b>	<b>0.00</b>	<b>0.63</b>	<b>3.44</b>	<b>3.48</b>	<b>4.50</b>	<b>4.07</b>	<b>7.01</b>
<b>Total Plastic</b>		<b>18.85</b>	<b>10.27</b>	<b>0.00</b>	<b>0.73</b>	<b>3.96</b>	<b>3.63</b>	<b>6.53</b>	<b>6.47</b>	<b>9.25</b>
<b>3. METALS</b>										
Recyclable Metal Containers	R	1.90	0.72	0.00	0.00	0.43	0.16	0.56	0.80	0.69
Ferrous Metal	W	0.10	0.29	0.00	0.00	0.00	0.01	0.03	0.00	0.75
Non-Ferrous Metal	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mixed Metals	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>1.90</b>	<b>0.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.43</b>	<b>0.16</b>	<b>0.56</b>	<b>0.80</b>	<b>0.69</b>
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.10</b>	<b>0.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.03</b>	<b>0.00</b>	<b>0.75</b>
<b>Total Metals</b>		<b>2.00</b>	<b>1.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.43</b>	<b>0.17</b>	<b>0.59</b>	<b>0.80</b>	<b>1.44</b>
<b>4. GLASS</b>										
Recyclable Glass Containers	R	5.23	0.00	0.00	0.06	0.00	0.00	0.27	0.39	0.70
Other Non-Recyclable Glass	W	0.41	0.78	0.00	0.00	0.00	0.00	0.03	0.00	0.63
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>5.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.27</b>	<b>0.39</b>	<b>0.70</b>
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.41</b>	<b>0.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.03</b>	<b>0.00</b>	<b>0.63</b>
<b>Total Glass</b>		<b>5.64</b>	<b>0.78</b>	<b>0.00</b>	<b>0.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.39</b>	<b>1.33</b>
<b>5. ORGANICS</b>										
Avoidable Food Waste	W	22.14	19.61	0.00	0.59	5.14	3.09	9.57	12.10	14.61
Unavoidable Food Waste	W	25.78	19.15	0.00	0.38	11.25	10.64	11.22	9.19	10.56
Fats, Oils & Greases	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.35
Tissue & Paper Towels	W	7.24	6.20	0.00	0.00	2.71	2.88	3.14	2.27	2.84
Leaf & Yard Waste	O	3.08	0.95	0.00	0.68	7.81	2.51	1.20	3.07	0.20
Pet Waste	W	35.20	6.40	0.00	0.00	0.17	0.42	14.17	12.76	11.52
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>3.08</b>	<b>0.95</b>	<b>0.00</b>	<b>0.68</b>	<b>7.81</b>	<b>2.51</b>	<b>1.20</b>	<b>3.07</b>	<b>0.20</b>
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>90.36</b>	<b>51.36</b>	<b>0.00</b>	<b>0.97</b>	<b>19.27</b>	<b>17.03</b>	<b>38.10</b>	<b>36.32</b>	<b>39.88</b>
<b>Total Organics</b>		<b>93.44</b>	<b>52.31</b>	<b>0.00</b>	<b>1.65</b>	<b>27.08</b>	<b>19.54</b>	<b>39.30</b>	<b>39.39</b>	<b>40.08</b>
<b>6. OTHER</b>										
Concrete	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean Wood	W	0.01	0.11	0.00	0.00	0.01	0.04	0.00	0.00	0.00
Treated Wood	W	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00
Rubber	W	0.00	0.00	0.00	0.00	0.03	0.00	0.00	0.00	0.01
Ceramics & Porcelain	W	1.10	0.00	0.00	0.00	1.64	0.59	0.00	0.00	0.00
Textiles	W	3.88	3.29	0.00	0.00	1.67	0.65	0.71	0.21	1.95
Household Hazardous Waste (HHW)	W	0.03	0.00	0.00	0.00	0.00	0.00	0.43	0.37	0.10
Electronics	W	0.00	0.00	0.00	0.00	0.00	0.09	0.00	0.42	0.00
Rubble/Soil	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.36
Bulky Items	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Diapers & Sanitary Waste	W	5.70	7.31	0.00	4.20	1.46	0.68	0.42	1.78	6.76
Other Waste	W	4.52	3.87	0.00	5.88	0.47	0.93	1.70	1.36	4.62
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>15.24</b>	<b>14.58</b>	<b>0.00</b>	<b>10.08</b>	<b>5.28</b>	<b>2.99</b>	<b>3.26</b>	<b>4.14</b>	<b>13.80</b>
<b>Total Other</b>		<b>15.24</b>	<b>14.58</b>	<b>0.00</b>	<b>10.08</b>	<b>5.28</b>	<b>2.99</b>	<b>3.26</b>	<b>4.14</b>	<b>13.80</b>
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>21.61</b>	<b>12.47</b>	<b>0.00</b>	<b>0.21</b>	<b>3.34</b>	<b>1.89</b>	<b>5.40</b>	<b>7.32</b>	<b>12.52</b>
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>3.08</b>	<b>0.95</b>	<b>0.00</b>	<b>0.68</b>	<b>7.81</b>	<b>2.51</b>	<b>1.20</b>	<b>3.07</b>	<b>0.20</b>
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>121.22</b>	<b>75.63</b>	<b>0.00</b>	<b>11.68</b>	<b>28.31</b>	<b>23.93</b>	<b>46.51</b>	<b>45.05</b>	<b>62.75</b>
<b>Grand Total</b>		<b>145.91</b>	<b>89.05</b>	<b>0.00</b>	<b>12.57</b>	<b>39.46</b>	<b>28.33</b>	<b>53.11</b>	<b>55.44</b>	<b>75.47</b>

# Oxford County Single Family Waste Con

Municipality:	Tilsonburg	South-West Oxford	South-West Oxford	Tilsonburg	Tilsonburg	Woodstock	Woodstock	Woodstock	Woodstock	
	Sample Area:	King Street	Hamilton Road	Hamilton Road	Thistle Court	Thistle Court	Iroquois Crescent	Iroquois Crescent	Springbank Avenue	Springbank Avenue
Waste Stream:	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	
Community Type:	Urban/Village	Rural	Rural	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Urban/Village	
Date Collected (month/day/year):	06/09/2021	06/03/2021	06/11/2021	06/02/2021	06/09/2021	06/03/2021	06/10/2021	06/03/2021	06/10/2021	
Waste Generation Period (number of days):	7 days	8 days	8 days	7 days	7 days	7 days	7 days	7 days	7 days	
Notes:		8 Day Generation	8 Day Generation							
Week:	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)
<b>1. PAPER</b>										
Newsprint	R	0.00	0.15	0.00	0.13	0.00	0.16	0.00	0.00	0.20
Corrugated Cardboard	R	1.17	0.49	0.26	1.36	0.94	0.48	0.02	0.15	0.25
Mixed Recyclable Paper	R	6.26	0.83	4.88	3.20	3.32	5.50	3.17	7.82	3.27
Non-Recyclable Paper	W	0.44	0.32	0.69	0.38	0.91	0.59	0.63	0.55	0.93
Polycoat/Composite Containers	R	0.25	0.08	0.28	0.22	0.50	0.00	0.09	0.11	0.08
Paper Cups	R	2.02	0.13	0.11	0.35	0.48	0.52	0.03	0.11	0.08
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>9.70</b>	<b>1.68</b>	<b>5.53</b>	<b>5.26</b>	<b>5.24</b>	<b>6.66</b>	<b>3.31</b>	<b>8.19</b>	<b>3.88</b>
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>0.44</b>	<b>0.32</b>	<b>0.69</b>	<b>0.38</b>	<b>0.91</b>	<b>0.59</b>	<b>0.63</b>	<b>0.55</b>	<b>0.93</b>
<b>Total Paper</b>		<b>10.14</b>	<b>2.00</b>	<b>6.22</b>	<b>5.64</b>	<b>6.15</b>	<b>7.25</b>	<b>3.94</b>	<b>8.74</b>	<b>4.81</b>
<b>2. PLASTIC</b>										
#1 PET Bottles & Jars	R	2.01	0.00	0.18	0.44	0.46	0.44	0.03	0.26	0.52
Other Recyclable Plastics	R	2.13	0.63	0.85	1.83	1.93	0.76	0.64	1.56	0.54
Stand-up Pouches	W	0.21	0.00	0.00	0.02	0.25	0.00	0.04	0.00	0.15
Plastic Film or Sheet Film	W	1.38	0.95	1.51	2.84	0.54	0.72	0.71	2.72	1.58
Non-Recyclable Plastic Packaging	W	2.32	2.03	2.24	2.71	1.69	1.18	0.65	3.80	2.51
Non-Recyclable (non-packaging) plastic films	W	2.03	0.72	0.80	1.45	1.10	0.66	0.48	1.62	1.43
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	2.53	0.49	0.89	0.76	0.26	3.02	0.13	0.92	0.29
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>4.14</b>	<b>0.63</b>	<b>1.03</b>	<b>2.27</b>	<b>2.39</b>	<b>1.20</b>	<b>0.67</b>	<b>1.82</b>	<b>1.06</b>
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>8.47</b>	<b>4.19</b>	<b>5.44</b>	<b>7.78</b>	<b>3.84</b>	<b>5.58</b>	<b>2.01</b>	<b>9.06</b>	<b>5.96</b>
<b>Total Plastic</b>		<b>12.61</b>	<b>4.82</b>	<b>6.47</b>	<b>10.05</b>	<b>6.23</b>	<b>6.78</b>	<b>2.68</b>	<b>10.88</b>	<b>7.02</b>
<b>3. METALS</b>										
Recyclable Metal Containers	R	3.40	0.47	0.90	0.97	0.81	0.60	0.14	0.71	0.99
Ferrous Metal	W	0.47	0.16	0.32	0.27	0.16	0.11	0.01	0.56	0.00
Non-Ferrous Metal	W	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.00	0.00
Mixed Metals	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>3.40</b>	<b>0.47</b>	<b>0.90</b>	<b>0.97</b>	<b>0.81</b>	<b>0.60</b>	<b>0.14</b>	<b>0.71</b>	<b>0.99</b>
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.47</b>	<b>0.16</b>	<b>0.32</b>	<b>0.27</b>	<b>0.16</b>	<b>0.11</b>	<b>0.05</b>	<b>0.56</b>	<b>0.00</b>
<b>Total Metals</b>		<b>3.87</b>	<b>0.63</b>	<b>1.22</b>	<b>1.24</b>	<b>0.97</b>	<b>0.71</b>	<b>0.19</b>	<b>1.27</b>	<b>0.99</b>
<b>4. GLASS</b>										
Recyclable Glass Containers	R	0.20	0.00	0.28	0.00	0.00	0.00	0.00	0.27	0.10
Other Non-Recyclable Glass	W	0.00	0.51	0.70	0.18	0.00	0.38	0.40	0.21	0.00
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>0.20</b>	<b>0.00</b>	<b>0.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.27</b>	<b>0.10</b>
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.00</b>	<b>0.51</b>	<b>0.70</b>	<b>0.18</b>	<b>0.00</b>	<b>0.38</b>	<b>0.40</b>	<b>0.21</b>	<b>0.00</b>
<b>Total Glass</b>		<b>0.20</b>	<b>0.51</b>	<b>0.98</b>	<b>0.18</b>	<b>0.00</b>	<b>0.38</b>	<b>0.40</b>	<b>0.48</b>	<b>0.10</b>
<b>5. ORGANICS</b>										
Avoidable Food Waste	W	17.26	1.10	3.75	18.63	28.46	1.48	1.72	19.63	32.04
Unavoidable Food Waste	W	3.56	4.69	5.17	26.99	15.48	12.03	4.91	52.40	24.22
Fats, Oils & Greases	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tissue & Paper Towels	W	2.96	1.85	1.24	3.81	3.92	1.62	0.98	5.14	5.77
Leaf & Yard Waste	O	0.00	0.67	0.66	0.63	0.03	0.00	3.45	0.58	0.51
Pet Waste	W	16.50	12.62	9.09	17.53	23.66	7.17	15.34	4.07	7.63
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>0.00</b>	<b>0.67</b>	<b>0.66</b>	<b>0.63</b>	<b>0.03</b>	<b>0.00</b>	<b>3.45</b>	<b>0.58</b>	<b>0.51</b>
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>40.28</b>	<b>20.26</b>	<b>19.25</b>	<b>66.96</b>	<b>71.52</b>	<b>22.30</b>	<b>22.95</b>	<b>81.24</b>	<b>69.66</b>
<b>Total Organics</b>		<b>40.28</b>	<b>20.93</b>	<b>19.91</b>	<b>67.59</b>	<b>71.55</b>	<b>22.30</b>	<b>26.40</b>	<b>81.82</b>	<b>70.17</b>
<b>6. OTHER</b>										
Concrete	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean Wood	W	0.02	0.00	0.44	0.35	0.19	0.00	0.02	0.01	0.02
Treated Wood	W	0.18	0.00	0.00	0.00	0.35	0.00	0.00	0.00	0.42
Rubber	W	0.92	0.01	0.00	0.00	0.00	0.00	0.07	0.00	0.02
Ceramics & Porcelain	W	0.00	0.03	0.00	0.00	0.00	0.54	0.00	0.00	0.46
Textiles	W	7.54	0.63	2.64	0.41	2.48	2.72	0.84	0.61	3.34
Household Hazardous Waste (HHW)	W	0.08	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00
Electronics	W	0.87	0.00	0.26	0.15	0.23	0.00	0.03	0.17	0.90
Rubble/Soil	W	0.00	0.00	0.00	0.00	1.01	0.00	0.00	0.00	0.00
Bulky Items	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Diapers & Sanitary Waste	W	2.05	6.33	7.60	1.35	1.63	0.86	0.74	15.81	12.61
Other Waste	W	8.63	1.58	4.05	0.88	1.44	2.84	2.72	2.08	2.04
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>20.29</b>	<b>8.58</b>	<b>15.02</b>	<b>3.14</b>	<b>7.33</b>	<b>6.96</b>	<b>4.42</b>	<b>18.68</b>	<b>19.81</b>
<b>Total Other</b>		<b>20.29</b>	<b>8.58</b>	<b>15.02</b>	<b>3.14</b>	<b>7.33</b>	<b>6.96</b>	<b>4.42</b>	<b>18.68</b>	<b>19.81</b>
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>17.44</b>	<b>2.78</b>	<b>7.74</b>	<b>8.50</b>	<b>8.44</b>	<b>8.46</b>	<b>4.12</b>	<b>10.99</b>	<b>6.03</b>
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>0.00</b>	<b>0.67</b>	<b>0.66</b>	<b>0.63</b>	<b>0.03</b>	<b>0.00</b>	<b>3.45</b>	<b>0.58</b>	<b>0.51</b>
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>69.95</b>	<b>34.02</b>	<b>41.42</b>	<b>78.71</b>	<b>83.76</b>	<b>35.92</b>	<b>30.46</b>	<b>110.30</b>	<b>96.36</b>
<b>Grand Total</b>		<b>87.39</b>	<b>37.47</b>	<b>49.82</b>	<b>87.84</b>	<b>92.23</b>	<b>44.38</b>	<b>38.03</b>	<b>121.87</b>	<b>102.90</b>

# Oxford County Single Family Waste Con

Municipality:	Norwich	Norwich	Norwich	Norwich	Blandford-Blenheim	Blandford-Blenheim	Blandford-Blenheim	Blandford-Blenheim	East Zorra-Travistock	
	Sample Area:	Clyde Street	Clyde Street	Quaker Street	Quaker Street	River Road	River Road	Oxford Road 8	Oxford Road 8	16th line
Waste Stream:	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	
Community Type	Urban/Village	Urban/Village	Rural	Rural	Urban/Village	Urban/Village	Rural	Rural	Rural	
Date Collected (month/day/year):	06/03/2021	06/10/2021	06/03/2021	06/10/2021	06/04/2021	06/11/2021	06/04/2021	06/11/2021	06/04/2021	
Waste Generation Period (number of days):	7 days	7 days	7 days	7 days	7 days	7 days	7 days	7 days	7 days	
Notes:										
Week:	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	Week 2	Week 1	
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)
<b>1. PAPER</b>										
Newsprint	R	0.00	0.04	1.45	0.00	0.07	0.01	0.00	0.00	0.12
Corrugated Cardboard	R	1.11	0.29	0.39	0.00	0.34	0.09	0.24	0.03	0.11
Mixed Recyclable Paper	R	2.45	3.55	4.53	1.65	5.47	3.39	1.81	2.23	0.48
Non-Recyclable Paper	W	0.44	0.53	0.79	0.08	1.00	1.79	0.68	0.55	0.13
Polycoat/Composite Containers	R	0.22	0.26	0.68	0.00	0.17	0.21	0.14	0.37	0.02
Paper Cups	R	0.16	1.04	0.09	0.16	0.19	0.21	0.17	0.11	0.06
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>3.94</b>	<b>5.18</b>	<b>7.14</b>	<b>1.81</b>	<b>6.24</b>	<b>3.91</b>	<b>2.36</b>	<b>2.74</b>	<b>0.79</b>
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>0.44</b>	<b>0.53</b>	<b>0.79</b>	<b>0.08</b>	<b>1.00</b>	<b>1.79</b>	<b>0.68</b>	<b>0.55</b>	<b>0.13</b>
<b>Total Paper</b>		<b>4.38</b>	<b>5.71</b>	<b>7.93</b>	<b>1.89</b>	<b>7.24</b>	<b>5.70</b>	<b>3.04</b>	<b>3.29</b>	<b>0.92</b>
<b>2. PLASTIC</b>										
#1 PET Bottles & Jars	R	0.58	0.77	0.15	0.07	0.54	0.65	0.57	0.47	0.22
Other Recyclable Plastics	R	1.68	2.29	1.59	0.42	1.14	0.96	1.29	1.13	0.26
Stand-up Pouches	W	0.00	0.01	0.01	0.05	0.15	0.27	0.00	0.19	0.00
Plastic Film or Sheet Film	W	0.98	1.51	1.75	0.50	2.41	2.52	1.04	2.18	0.90
Non-Recyclable Plastic Packaging	W	1.40	4.05	2.22	1.83	4.70	2.91	5.41	4.20	0.97
Non-Recyclable (non-packaging) plastic films	W	1.31	1.41	1.45	0.74	1.93	1.12	1.19	1.31	0.74
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	0.19	0.71	1.39	0.12	1.37	2.44	0.79	0.10	0.05
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>2.26</b>	<b>3.06</b>	<b>1.74</b>	<b>0.49</b>	<b>1.68</b>	<b>1.61</b>	<b>1.86</b>	<b>1.60</b>	<b>0.48</b>
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>3.88</b>	<b>7.69</b>	<b>6.82</b>	<b>3.24</b>	<b>10.56</b>	<b>9.26</b>	<b>8.43</b>	<b>7.98</b>	<b>2.66</b>
<b>Total Plastic</b>		<b>6.14</b>	<b>10.75</b>	<b>8.56</b>	<b>3.73</b>	<b>12.24</b>	<b>10.87</b>	<b>10.29</b>	<b>9.58</b>	<b>3.14</b>
<b>3. METALS</b>										
Recyclable Metal Containers	R	0.74	1.93	0.89	1.84	0.64	0.63	0.45	0.72	0.44
Ferrous Metal	W	0.00	0.00	1.11	0.00	0.21	0.06	0.58	0.76	0.00
Non-Ferrous Metal	W	0.00	0.00	0.00	0.32	0.00	0.00	0.00	0.00	0.00
Mixed Metals	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>0.74</b>	<b>1.93</b>	<b>0.89</b>	<b>1.84</b>	<b>0.64</b>	<b>0.63</b>	<b>0.45</b>	<b>0.72</b>	<b>0.44</b>
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.00</b>	<b>0.00</b>	<b>1.11</b>	<b>0.32</b>	<b>0.21</b>	<b>0.06</b>	<b>0.58</b>	<b>0.76</b>	<b>0.00</b>
<b>Total Metals</b>		<b>0.74</b>	<b>1.93</b>	<b>2.00</b>	<b>2.16</b>	<b>0.85</b>	<b>0.69</b>	<b>1.03</b>	<b>1.48</b>	<b>0.44</b>
<b>4. GLASS</b>										
Recyclable Glass Containers	R	0.40	0.34	0.00	0.00	0.00	0.35	0.00	0.92	0.00
Other Non-Recyclable Glass	W	0.00	0.59	0.45	0.00	0.00	0.60	0.15	0.31	0.05
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>0.40</b>	<b>0.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.35</b>	<b>0.00</b>	<b>0.92</b>	<b>0.00</b>
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.00</b>	<b>0.59</b>	<b>0.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.60</b>	<b>0.15</b>	<b>0.31</b>	<b>0.05</b>
<b>Total Glass</b>		<b>0.40</b>	<b>0.93</b>	<b>0.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.95</b>	<b>0.15</b>	<b>1.23</b>	<b>0.05</b>
<b>5. ORGANICS</b>										
Avoidable Food Waste	W	20.20	13.72	3.25	3.81	10.49	18.79	8.74	10.24	2.16
Unavoidable Food Waste	W	1.92	6.76	9.86	4.95	27.98	23.43	11.12	14.84	10.92
Fats, Oils & Greases	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tissue & Paper Towels	W	0.64	2.18	2.57	1.89	7.35	6.27	2.65	2.35	0.96
Leaf & Yard Waste	O	0.11	0.39	0.22	0.00	0.40	4.24	2.70	0.02	0.10
Pet Waste	W	4.12	0.00	3.22	0.00	15.27	5.65	17.20	19.76	0.00
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>0.11</b>	<b>0.39</b>	<b>0.22</b>	<b>0.00</b>	<b>0.40</b>	<b>4.24</b>	<b>2.70</b>	<b>0.02</b>	<b>0.10</b>
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>26.88</b>	<b>22.66</b>	<b>18.90</b>	<b>10.65</b>	<b>61.09</b>	<b>54.14</b>	<b>39.71</b>	<b>47.19</b>	<b>14.04</b>
<b>Total Organics</b>		<b>26.99</b>	<b>23.05</b>	<b>19.12</b>	<b>10.65</b>	<b>61.49</b>	<b>58.38</b>	<b>42.41</b>	<b>47.21</b>	<b>14.14</b>
<b>6. OTHER</b>										
Concrete	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean Wood	W	0.00	8.61	0.00	0.30	0.00	0.10	0.00	0.17	0.00
Treated Wood	W	0.00	0.08	0.73	0.00	0.00	0.00	0.11	0.00	0.00
Rubber	W	0.00	1.13	3.70	0.00	0.00	0.02	0.00	0.01	0.00
Ceramics & Porcelain	W	0.00	0.32	0.19	0.84	0.00	0.83	0.17	0.00	0.24
Textiles	W	0.41	1.04	0.28	0.35	1.30	1.24	0.08	5.13	0.97
Household Hazardous Waste (HHW)	W	0.00	0.03	0.11	0.00	0.23	0.01	0.02	0.09	0.00
Electronics	W	0.01	0.11	0.14	0.00	0.12	0.00	0.15	0.00	0.00
Rubble/Soil	W	0.44	0.00	4.08	0.00	0.00	0.00	0.00	0.00	0.00
Bulky Items	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Diapers & Sanitary Waste	W	1.57	0.00	6.81	15.67	2.10	1.44	2.42	3.43	0.35
Other Waste	W	1.54	8.68	3.84	1.41	1.64	2.49	2.82	11.38	0.39
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>3.97</b>	<b>20.00</b>	<b>19.88</b>	<b>18.57</b>	<b>5.39</b>	<b>6.13</b>	<b>5.77</b>	<b>20.21</b>	<b>1.95</b>
<b>Total Other</b>		<b>3.97</b>	<b>20.00</b>	<b>19.88</b>	<b>18.57</b>	<b>5.39</b>	<b>6.13</b>	<b>5.77</b>	<b>20.21</b>	<b>1.95</b>
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>7.34</b>	<b>10.51</b>	<b>9.77</b>	<b>4.14</b>	<b>8.56</b>	<b>6.50</b>	<b>4.67</b>	<b>5.98</b>	<b>1.71</b>
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>0.11</b>	<b>0.39</b>	<b>0.22</b>	<b>0.00</b>	<b>0.40</b>	<b>4.24</b>	<b>2.70</b>	<b>0.02</b>	<b>0.10</b>
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>35.17</b>	<b>51.47</b>	<b>47.95</b>	<b>32.86</b>	<b>78.25</b>	<b>71.98</b>	<b>55.32</b>	<b>77.00</b>	<b>18.83</b>
<b>Grand Total</b>		<b>42.62</b>	<b>62.37</b>	<b>57.94</b>	<b>37.00</b>	<b>87.21</b>	<b>82.72</b>	<b>62.69</b>	<b>83.00</b>	<b>20.64</b>

## Oxford County Single Family Waste Con

		East Zorra-Travistock	East Zorra-Travistock	East Zorra-Travistock
Municipality:		East Zorra-Travistock	East Zorra-Travistock	East Zorra-Travistock
Sample Area:		16th line	Liebler Street	Liebler Street
Waste Stream:		Garbage	Garbage	Garbage
Community Type:		Rural	Urban/Village	Urban/Village
Date Collected (month/day/year):		06/11/2021	06/04/2021	06/11/2021
Waste Generation Period (number of days):		7 days	7 days	7 days
Notes:				
Week:		Week 2	Week 1	Week 2
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)
<b>1. PAPER</b>				
Newsprint	R	0.00	0.00	0.00
Corrugated Cardboard	R	0.00	0.52	0.00
Mixed Recyclable Paper	R	0.55	0.96	0.59
Non-Recyclable Paper	W	0.08	0.69	0.34
Polycoat/Composite Containers	R	0.00	0.00	0.00
Paper Cups	R	0.31	0.20	0.02
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>0.86</b>	<b>1.68</b>	<b>0.61</b>
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>0.08</b>	<b>0.69</b>	<b>0.34</b>
<b>Total Paper</b>		<b>0.94</b>	<b>2.37</b>	<b>0.95</b>
<b>2. PLASTIC</b>				
#1 PET Bottles & Jars	R	0.04	0.16	0.00
Other Recyclable Plastics	R	0.22	0.50	0.35
Stand-up Pouches	W	0.07	0.01	0.08
Plastic Film or Sheet Film	W	0.83	1.00	0.88
Non-Recyclable Plastic Packaging	W	0.59	2.76	2.82
Non-Recyclable (non-packaging) plastic films	W	0.33	1.36	0.44
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	0.08	0.54	2.04
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>0.26</b>	<b>0.66</b>	<b>0.35</b>
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>1.90</b>	<b>5.67</b>	<b>6.26</b>
<b>Total Plastic</b>		<b>2.16</b>	<b>6.33</b>	<b>6.61</b>
<b>3. METALS</b>				
Recyclable Metal Containers	R	0.38	0.57	0.21
Ferrous Metal	W	0.00	0.03	0.00
Non-Ferrous Metal	W	0.00	0.07	0.00
Mixed Metals	W	0.00	0.00	0.00
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>0.38</b>	<b>0.57</b>	<b>0.21</b>
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.00</b>	<b>0.10</b>	<b>0.00</b>
<b>Total Metals</b>		<b>0.38</b>	<b>0.67</b>	<b>0.21</b>
<b>4. GLASS</b>				
Recyclable Glass Containers	R	0.00	0.72	0.00
Other Non-Recyclable Glass	W	0.00	0.00	0.00
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>0.00</b>	<b>0.72</b>	<b>0.00</b>
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Glass</b>		<b>0.00</b>	<b>0.72</b>	<b>0.00</b>
<b>5. ORGANICS</b>				
Avoidable Food Waste	W	2.34	6.90	8.51
Unavoidable Food Waste	W	2.27	8.68	8.91
Fats, Oils & Greases	W	0.00	0.00	0.00
Tissue & Paper Towels	W	1.07	3.63	2.13
Leaf & Yard Waste	O	0.00	1.79	8.13
Pet Waste	W	0.00	8.95	0.00
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>0.00</b>	<b>1.79</b>	<b>8.13</b>
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>5.68</b>	<b>28.16</b>	<b>19.55</b>
<b>Total Organics</b>		<b>5.68</b>	<b>29.95</b>	<b>27.68</b>
<b>6. OTHER</b>				
Concrete	W	0.00	0.00	0.00
Clean Wood	W	0.00	0.00	0.00
Treated Wood	W	0.00	0.00	0.00
Rubber	W	0.00	0.12	0.00
Ceramics & Porcelain	W	0.06	0.07	0.00
Textiles	W	0.21	0.53	2.07
Household Hazardous Waste (HHW)	W	0.01	1.65	0.00
Electronics	W	0.00	0.00	0.00
Rubble/Soil	W	0.00	0.00	0.00
Bulky Items	W	0.00	0.00	0.00
Diapers & Sanitary Waste	W	1.68	19.17	4.99
Other Waste	W	0.51	1.80	1.53
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>2.47</b>	<b>23.34</b>	<b>8.59</b>
<b>Total Other</b>		<b>2.47</b>	<b>23.34</b>	<b>8.59</b>
Overall Total Recyclable	TR	1.50	3.63	1.17
Overall Total Acceptable Organics	TAO	0.00	1.79	8.13
Overall Total Non-Recyclable/Non-Acceptable Materials	TND	10.13	57.96	34.74
<b>Grand Total</b>		<b>11.63</b>	<b>63.38</b>	<b>44.04</b>



# Oxford County Single Family Waste Con

		Municipality:	Total	Total	Total	Total	Total	Total	Total
		Sample Area:							
		Waste Stream:	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage
		Community Type:	Urban/Village	Urban/Village	Urban/Village	Urban/Village	Rural	Rural	Rural
		Date Collected (month/day/year):							
		Waste Generation Period (number of days):							
		Notes:	Total 14 Day Disposed	Total 7 Day Disposed	Total Disposed/hh/wk	Total Disposed/hh/yr	Total 14 Day Disposed	Total 7 Day Disposed	Total Disposed/hh/wk
		Week:							
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)	Weight (kg)
<b>1. PAPER</b>									
Newsprint	R	3.30	1.65	0.01	0.48	1.70	0.85	0.01	0.74
Corrugated Cardboard	R	15.09	7.55	0.04	2.19	1.47	0.73	0.01	0.64
Mixed Recyclable Paper	R	131.85	65.93	0.37	19.15	17.19	8.60	0.14	7.47
Non-Recyclable Paper	W	25.25	12.63	0.07	3.67	3.84	1.92	0.03	1.67
Polycoat/Composite Containers	R	11.98	5.99	0.03	1.74	1.58	0.79	0.01	0.68
Paper Cups	R	19.36	9.68	0.05	2.81	1.15	0.57	0.01	0.50
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>181.58</b>	<b>90.79</b>	<b>0.51</b>	<b>26.37</b>	<b>23.08</b>	<b>11.54</b>	<b>0.19</b>	<b>10.03</b>
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>25.25</b>	<b>12.63</b>	<b>0.07</b>	<b>3.67</b>	<b>3.84</b>	<b>1.92</b>	<b>0.03</b>	<b>1.67</b>
<b>Total Paper</b>		<b>206.83</b>	<b>103.42</b>	<b>0.58</b>	<b>30.04</b>	<b>26.93</b>	<b>13.46</b>	<b>0.22</b>	<b>11.70</b>
<b>2. PLASTIC</b>									
#1 PET Bottles & Jars	R	18.41	9.21	0.05	2.67	1.72	0.86	0.01	0.75
Other Recyclable Plastics	R	48.49	24.25	0.14	7.04	7.24	3.62	0.06	3.14
Stand-up Pouches	W	3.03	1.52	0.01	0.44	0.35	0.17	0.00	0.15
Plastic Film or Sheet Film	W	61.42	30.71	0.17	8.92	10.48	5.24	0.09	4.55
Non-Recyclable Plastic Packaging	W	100.14	50.07	0.28	14.54	20.41	10.21	0.17	8.87
Non-Recyclable (non-packaging) plastic films	W	46.54	23.27	0.13	6.76	8.31	4.16	0.07	3.61
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	49.43	24.72	0.14	7.18	5.62	2.81	0.05	2.44
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>66.90</b>	<b>33.45</b>	<b>0.19</b>	<b>9.72</b>	<b>8.95</b>	<b>4.48</b>	<b>0.07</b>	<b>3.89</b>
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>260.56</b>	<b>130.28</b>	<b>0.73</b>	<b>37.84</b>	<b>45.17</b>	<b>22.58</b>	<b>0.38</b>	<b>19.63</b>
<b>Total Plastic</b>		<b>327.46</b>	<b>163.73</b>	<b>0.91</b>	<b>47.56</b>	<b>54.12</b>	<b>27.06</b>	<b>0.45</b>	<b>23.52</b>
<b>3. METALS</b>									
Recyclable Metal Containers	R	33.30	16.65	0.09	4.84	6.22	3.11	0.05	2.70
Ferrous Metal	W	7.31	3.66	0.02	1.06	3.26	1.63	0.03	1.42
Non-Ferrous Metal	W	0.11	0.06	0.00	0.02	0.32	0.16	0.00	0.14
Mixed Metals	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>33.30</b>	<b>16.65</b>	<b>0.09</b>	<b>4.84</b>	<b>6.22</b>	<b>3.11</b>	<b>0.05</b>	<b>2.70</b>
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>7.42</b>	<b>3.71</b>	<b>0.02</b>	<b>1.08</b>	<b>3.58</b>	<b>1.79</b>	<b>0.03</b>	<b>1.56</b>
<b>Total Metals</b>		<b>40.72</b>	<b>20.36</b>	<b>0.11</b>	<b>5.91</b>	<b>9.80</b>	<b>4.90</b>	<b>0.08</b>	<b>4.26</b>
<b>4. GLASS</b>									
Recyclable Glass Containers	R	18.55	9.28	0.05	2.69	1.22	0.61	0.01	0.53
Other Non-Recyclable Glass	W	8.41	4.21	0.02	1.22	2.02	1.01	0.02	0.88
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>18.55</b>	<b>9.28</b>	<b>0.05</b>	<b>2.69</b>	<b>1.22</b>	<b>0.61</b>	<b>0.01</b>	<b>0.53</b>
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>8.41</b>	<b>4.21</b>	<b>0.02</b>	<b>1.22</b>	<b>2.02</b>	<b>1.01</b>	<b>0.02</b>	<b>0.88</b>
<b>Total Glass</b>		<b>26.96</b>	<b>13.48</b>	<b>0.08</b>	<b>3.92</b>	<b>3.24</b>	<b>1.62</b>	<b>0.03</b>	<b>1.41</b>
<b>5. ORGANICS</b>									
Avoidable Food Waste	W	582.93	291.47	1.62	84.67	47.62	23.81	0.40	20.69
Unavoidable Food Waste	W	488.51	244.26	1.36	70.95	68.61	34.31	0.57	29.81
Fats, Oils & Greases	W	0.57	0.29	0.00	0.08	0.00	0.00	0.00	0.00
Tissue & Paper Towels	W	126.53	63.26	0.35	18.38	16.92	8.46	0.14	7.35
Leaf & Yard Waste	O	61.22	30.61	0.17	8.89	5.13	2.56	0.04	2.23
Pet Waste	W	406.66	203.33	1.13	59.07	59.24	29.62	0.49	25.74
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>61.22</b>	<b>30.61</b>	<b>0.17</b>	<b>8.89</b>	<b>5.13</b>	<b>2.56</b>	<b>0.04</b>	<b>2.23</b>
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>1,605.20</b>	<b>802.60</b>	<b>4.47</b>	<b>233.15</b>	<b>192.39</b>	<b>96.20</b>	<b>1.60</b>	<b>83.60</b>
<b>Total Organics</b>		<b>1,666.42</b>	<b>833.21</b>	<b>4.64</b>	<b>242.04</b>	<b>197.52</b>	<b>98.76</b>	<b>1.65</b>	<b>85.83</b>
<b>6. OTHER</b>									
Concrete	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean Wood	W	14.63	7.32	0.04	2.12	0.86	0.43	0.01	0.37
Treated Wood	W	2.11	1.06	0.01	0.31	0.84	0.42	0.01	0.37
Rubber	W	3.33	1.67	0.01	0.48	3.72	1.86	0.03	1.62
Ceramics & Porcelain	W	9.61	4.81	0.03	1.40	1.53	0.76	0.01	0.66
Textiles	W	67.69	33.85	0.19	9.83	11.15	5.58	0.09	4.85
Household Hazardous Waste (HHW)	W	11.79	5.90	0.03	1.71	0.26	0.13	0.00	0.11
Electronics	W	6.50	3.25	0.02	0.94	0.52	0.26	0.00	0.22
Rubble/Soil	W	2.24	1.12	0.01	0.33	4.08	2.04	0.03	1.77
Bulky Items	W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Diapers & Sanitary Waste	W	210.95	105.48	0.59	30.64	51.83	25.92	0.43	22.52
Other Waste	W	141.66	70.83	0.39	20.58	32.34	16.17	0.27	14.05
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>470.51</b>	<b>235.26</b>	<b>1.31</b>	<b>68.34</b>	<b>107.12</b>	<b>53.56</b>	<b>0.89</b>	<b>46.55</b>
<b>Total Other</b>		<b>470.51</b>	<b>235.26</b>	<b>1.31</b>	<b>68.34</b>	<b>107.12</b>	<b>53.56</b>	<b>0.89</b>	<b>46.55</b>
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>300.33</b>	<b>150.17</b>	<b>0.84</b>	<b>43.62</b>	<b>39.47</b>	<b>19.73</b>	<b>0.33</b>	<b>17.15</b>
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>61.22</b>	<b>30.61</b>	<b>0.17</b>	<b>8.89</b>	<b>5.13</b>	<b>2.56</b>	<b>0.04</b>	<b>2.23</b>
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>2,377.35</b>	<b>1,188.67</b>	<b>6.62</b>	<b>345.30</b>	<b>354.12</b>	<b>177.06</b>	<b>2.95</b>	<b>153.87</b>
<b>Grand Total</b>		<b>2,738.90</b>	<b>1,369.45</b>	<b>7.63</b>	<b>397.81</b>	<b>398.72</b>	<b>199.36</b>	<b>3.32</b>	<b>173.25</b>

## Oxford County Single Family Waste Con

		Municipality:	Total	Total	Total
		Sample Area:			
		Waste Stream:	Garbage	Garbage	Garbage
		Community Type	Weighted Average	Weighted Average	Weighted Average
		Date Collected (month/day/year):			
		Waste Generation Period (number of days):			
		Notes:	Total Disposed/hh/wk	Total Disposed/hh/yr	Percent of Disposed
		Week:			
Material Category	Accepted? ("R" if accepted in recycling, "O" in organics program, "W" if garbage)	Weight (kg)	Weight (kg)	%	
<b>1. PAPER</b>					
Newsprint	R	0.01	0.54	0.16%	
Corrugated Cardboard	R	0.04	1.83	0.53%	
Mixed Recyclable Paper	R	0.32	16.44	4.76%	
Non-Recyclable Paper	W	0.06	3.20	0.93%	
Polycoat/Composite Containers	R	0.03	1.49	0.43%	
Paper Cups	R	0.04	2.27	0.66%	
<b>Total Recyclable Paper</b>	<b>TR</b>	<b>0.43</b>	<b>22.57</b>	<b>6.53%</b>	
<b>Total Non-Recyclable Paper</b>	<b>TND</b>	<b>0.06</b>	<b>3.20</b>	<b>0.93%</b>	
<b>Total Paper</b>		<b>0.49</b>	<b>25.78</b>	<b>7.46%</b>	
<b>2. PLASTIC</b>					
#1 PET Bottles & Jars	R	0.04	2.23	0.64%	
Other Recyclable Plastics	R	0.12	6.14	1.78%	
Stand-up Pouches	W	0.01	0.37	0.11%	
Plastic Film or Sheet Film	W	0.15	7.91	2.29%	
Non-Recyclable Plastic Packaging	W	0.25	13.23	3.83%	
Non-Recyclable (non-packaging) plastic films	W	0.12	6.03	1.74%	
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	0.12	6.08	1.76%	
<b>Total Recyclable Plastic</b>	<b>TR</b>	<b>0.16</b>	<b>8.36</b>	<b>2.42%</b>	
<b>Total Non-Recyclable Plastic</b>	<b>TND</b>	<b>0.64</b>	<b>33.61</b>	<b>9.72%</b>	
<b>Total Plastic</b>		<b>0.80</b>	<b>41.97</b>	<b>12.14%</b>	
<b>3. METALS</b>					
Recyclable Metal Containers	R	0.08	4.34	1.26%	
Ferrous Metal	W	0.02	1.14	0.33%	
Non-Ferrous Metal	W	0.00	0.04	0.01%	
Mixed Metals	W	0.00	0.00	0.00%	
<b>Total Recyclable Metals</b>	<b>TR</b>	<b>0.08</b>	<b>4.34</b>	<b>1.26%</b>	
<b>Total Non-Recyclable Metals</b>	<b>TND</b>	<b>0.02</b>	<b>1.19</b>	<b>0.34%</b>	
<b>Total Metals</b>		<b>0.11</b>	<b>5.53</b>	<b>1.60%</b>	
<b>4. GLASS</b>					
Recyclable Glass Containers	R	0.04	2.19	0.63%	
Other Non-Recyclable Glass	W	0.02	1.14	0.33%	
<b>Total Recyclable Glass</b>	<b>TR</b>	<b>0.04</b>	<b>2.19</b>	<b>0.63%</b>	
<b>Total Non-Recyclable Glass</b>	<b>TND</b>	<b>0.02</b>	<b>1.14</b>	<b>0.33%</b>	
<b>Total Glass</b>		<b>0.06</b>	<b>3.33</b>	<b>0.96%</b>	
<b>5. ORGANICS</b>					
Avoidable Food Waste	W	1.34	69.80	20.20%	
Unavoidable Food Waste	W	1.18	61.39	17.76%	
Fats, Oils & Greases	W	0.00	0.06	0.02%	
Tissue & Paper Towels	W	0.30	15.81	4.58%	
Leaf & Yard Waste	O	0.14	7.34	2.12%	
Pet Waste	W	0.98	51.32	14.85%	
<b>Total Acceptable Organics</b>	<b>TAO</b>	<b>0.14</b>	<b>7.34</b>	<b>2.12%</b>	
<b>Total Non-Acceptable Organics</b>	<b>TND</b>	<b>3.80</b>	<b>198.39</b>	<b>57.40%</b>	
<b>Total Organics</b>		<b>3.95</b>	<b>205.73</b>	<b>59.53%</b>	
<b>6. OTHER</b>					
Concrete	W	0.00	0.00	0.00%	
Clean Wood	W	0.03	1.72	0.50%	
Treated Wood	W	0.01	0.32	0.09%	
Rubber	W	0.01	0.75	0.22%	
Ceramics & Porcelain	W	0.02	1.23	0.35%	
Textiles	W	0.17	8.67	2.51%	
Household Hazardous Waste (HHW)	W	0.03	1.34	0.39%	
Electronics	W	0.01	0.78	0.22%	
Rubble/Soil	W	0.01	0.66	0.19%	
Bulky Items	W	0.00	0.00	0.00%	
Diapers & Sanitary Waste	W	0.55	28.75	8.32%	
Other Waste	W	0.37	19.06	5.51%	
<b>Total Recyclable Other</b>	<b>TR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>Total Non-Recyclable Other</b>	<b>TND</b>	<b>1.21</b>	<b>63.27</b>	<b>18.31%</b>	
<b>Total Other</b>		<b>1.21</b>	<b>63.27</b>	<b>18.31%</b>	
<b>Overall Total Recyclable</b>	<b>TR</b>	<b>0.72</b>	<b>37.47</b>	<b>10.84%</b>	
<b>Overall Total Acceptable Organics</b>	<b>TAO</b>	<b>0.14</b>	<b>7.34</b>	<b>2.12%</b>	
<b>Overall Total Non-Recyclable/Non-Acceptable Materials</b>	<b>TND</b>	<b>5.77</b>	<b>300.80</b>	<b>87.03%</b>	
<b>Grand Total</b>		<b>6.63</b>	<b>345.62</b>	<b>100.00%</b>	

**Oxford County Single Family Residential Curbside  
Waste Composition Study Sort Categories/Descriptions**

<b>Material Category</b>	<b>Recyclable/ Waste/Organics</b>	<b>Description / Examples</b>
<b>1. PAPER</b>		
Newsprint	R	All daily and weekly newspapers. This includes flyers and inserts.
Corrugated Cardboard	R	Any colour of fluted Corrugated Cardboard.
Mixed Recyclable Paper	R	Mixed fine paper, Kraft paper, boxboard, molded pulp, magazines & catalogues, telephone books, non-foil gift wrap, clean unsoiled paper plates.
Non-Recyclable Paper	W	Laminated paper packaging, composite paper/plastic materials, foil wrapping paper, wax lined paper cups
Polycoat/Composite Containers	R	Gable top containers, aseptic containers, spiral wound containers, NO paper cups.
Paper Cups	R	Coffee cups, cold beverage cups, no wax lined cups
<b>2. PLASTIC</b>		
#1 PET Bottles & Jars	R	#1 PET bottles and jars.
Other Recyclable Plastics	R	Recyclable plastics including #1 PET thermoform, #2 HDPE bottles, jars and jugs, wide mouth containers, #5 PP tubs and lids, rigid plastics (#3, #4, #6, #7) yogurt tubs, sour cream containers, clamshell containers, foam trays. #6 PS meat trays, takeout containers, Styrofoam egg cartons. No bulky Styrofoam allowed.
Stand-up Pouches	W	Stand up pouches used for packaging of food and non-food goods.
Plastic Film or Sheet Film	W	Film plastics, shopping bags, milk bags, bread bags.
Non-Recyclable Plastic Packaging	W	Bulky styrofoam, mesh bags, toothpaste tubes, laminated films, etc.
Non-Recyclable (non-packaging) plastic films	W	Garbage bags, Ziplock bags, other sandwich bags
Miscellaneous plastic (rigid plastics, pipes, vinyl siding)	W	Durable plastic products including large rigid plastics, piping, siding, VHS tapes, DVD's, CD's, plastic cutlery, etc.
<b>3. METALS</b>		
Recyclable Metal Containers	R	Steel and aluminum food and beverage cans, aluminum foil, empty steel paint cans, empty aerosol containers.
Ferrous Metal	W	Ferrous metals that contain iron. This includes steel, stainless steel, cast iron, wrought iron.
Non-Ferrous Metal	W	Non-ferrous metals including aluminum, copper, brass, nickel, tin, lead and zinc.
Mixed Metals	W	Mixed metals (i.e., plumbing, electrical, flashing, siding, furniture)
<b>4. GLASS</b>		
Recyclable Glass Containers	R	Glass jars and bottles
Other Non-Recyclable Glass	W	Other glass materials including dishware, decor, lightbulbs, etc.
<b>5. ORGANICS</b>		
Avoidable Food Waste	W	Edible food that is disposed of, including fruits and vegetables, meat and dairy products, baked goods and other leftovers.
Unavoidable Food Waste	W	Inedible food waste, including shells, bones, husks, peels, etc.
Fats, Oils & Greases	W	Cooking oil, fat, grease.
Tissue & Paper Towels	W	Tissue, paper towel
Leaf & Yard Waste	O	Standard natural yard litter, Sticks, Branches, Leaves, Rakings etc.
Pet Waste	W	Any type of pet waste material (litter, feces, bedding etc.).
<b>6. OTHER</b>		
Concrete	W	Concrete, stone.
Clean Wood	W	Clean, non-treated wood.
Treated Wood	W	Treated wood included pressure treated, painted wood, composite wood materials (particle board, MDF, laminate flooring, etc.)
Rubber	W	Miscellaneous rubber.
Ceramics & Porcelain	W	All ceramic and porcelain materials such as dishware, tiles, toilets, etc.
Textiles	W	Clothing or materials of similar nature.
Household Hazardous Waste (HHW)	W	Paint, solvents, lubricants, oil, CFL lightbulbs, batteries, etc.
Electronics	W	Computers, computer accessories, TV's, fax machines, cell phones, rechargeable batteries, video and audio devices.
Rubble/Soil	W	Crushed stone, earth, etc.
Bulky Items	W	Large items including furniture and appliances.
Diapers & Sanitary Waste	W	Any diaper or sanitary products.
Other Waste	W	Small appliances including coffee makers, irons, kettles, blenders, meat pads, wax, furnace filters, fines, etc.

**To: Warden and Members of County Council**

**From: Director of Public Works**

## **2018-2020 Transportation Network Service Delivery Review – Outcomes and Recommendations**

### **RECOMMENDATIONS**

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- 1. That Oxford County Council direct staff to proceed to consider and implement the Status quo plus B opportunities with the Area Municipalities in order to further optimize operational levels of service and cost efficiencies, as detailed in Report No. PW 2022-30;**
- 2. And further, that Council direct staff to establish a municipal working group, comprised of County and Area Municipality staff, to encourage implementation of the Status quo plus B opportunities;**
- 3. And further, that Council direct staff to pursue any necessary funding for implementation of the Status quo plus B opportunities as part of the 2023 Budget process and/or future municipal modernization funding streams;**
- 4. And further, that Council direct staff to annually report on implementation progress of the Status quo plus B undertakings.**

### **REPORT HIGHLIGHTS**

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- The purpose of this report is to provide Oxford County Council with specific recommendations and outcomes pertaining to the independent joint Transportation Network (Roads and Bridges) Operations and Maintenance Service Delivery Review (SDR) project.
- Oxford County aligns its arterial transportation network levels of service with the provincial Municipal Maintenance Standards (MMS) for Municipal Highways regulation (*O. Reg 239/02*) and associated road classes. The MMS road classification impacts the required levels and cost of service in each respective municipality as each municipality will need to maintain roads to different road class MMS (i.e. Class 1 road = Highest Class road which requires the highest MMS levels of service).
- Approximately 85% (1,049 km) of the arterial transportation network operated and maintained by the County across the rural municipalities are Class 2 and Class 3 roads. While a small portion of the County's Class 2 road network is being operated and maintained by Woodstock (9 km) and Tillsonburg (2 km) respectively, the majority (84%) of the road network operated and maintained by the urban municipalities is comprised of Class 3 and Class 4 roads which generally require a lower MMS level of service.

- Despite having a significantly lower proportion of higher class roads, the overall average maintenance costs (per lane kilometre) by the three urban municipalities are higher than Oxford County's average costs to maintain the arterial road network across the five rural municipalities. In comparison, the overall average road maintenance costs (per lane kilometre) by the five rural municipalities are lower than Oxford County's average road maintenance costs and representative of their lower MMS road classes.
- The SDR carried out a formal comparative analysis of the road and bridge/culvert maintenance activity costs across the nine municipalities to determine level of service performance and service cost effectiveness. However, the overall cost and levels of service for all current state maintenance activities (especially winter control) could not be fully allocated to specific transportation network assets (by comparable MMS road class) due to a lack of data maturity in some areas. Due to these limitations, implementation recommendations pertaining to the Status quo plus A (defined as Status quo plus in the SDR) or the three alternative service delivery models studied in the SDR were not considered.
- Alternatively, a number of general opportunities (Status quo plus B) were identified that could be further explored by the County and its Area Municipalities. These opportunities involve considerations for service yard facility optimization, joint procurement/contracted service bundling, performance monitoring, levels of service identification, organizational structure review and implementing technologies to link maintenance activities to specific road/bridge assets (i.e. activity based costing by road class).

## **Implementation Points**

Subject to approval of the recommendations contained in this report, staff will continue to work with Area Municipality staff to consider and implement the Status quo plus B (modification to Status Quo Plus in the SDR) opportunities identified in Report No. PW 2022-30.

Staff will also pursue any necessary funding for implementation of the Status quo plus B opportunities as part of the 2023 Business Plan and Budget process and/or future municipal modernization funding streams.

## **Financial Impact**

Based on 2018-2020 data collected by study's consultant, KPMG, in conducting the SDR, the County's average net total expenditures to operate and maintain its arterial transportation network (roads and bridges) was approximately \$5,045,000. Of this, Oxford County contracts a portion (~103 km) of its arterial transportation network road and bridge operation and maintenance activities to the three urban Area Municipalities (Ingersoll, Tillsonburg, Woodstock) within their urban limits, at an average annual contract cost of approximately \$502,000 (included in the overall expenditure above). KPMG derived comparative road and bridge maintenance efficiency metrics for each Area Municipality as part of the current state base case financials (2018-2020 average actual operating expenditures).

The comparative metrics (cost per lane km, cost per square meter of bridge/culvert surface area) generally reflect all of the operation and maintenance activities performed across each Area Municipality's total road network (total of local and/or arterial). However, activity based costing by specific road Class could not be further delineated within the overall road network totals since this level of information maturity does not currently exist within Oxford County or the Area Municipalities.

**Table 1: Overall Arterial and Local Road Maintenance Cost Efficiencies**

	<b>2018-2020 Maintenance Activity Efficiency Metrics<sup>1</sup></b>		
	<b>Summer Road (\$ / lane km)</b>	<b>Winter Road (\$ / lane km)</b>	<b>Bridges/Culverts (\$ / m<sup>2</sup>)</b>
<b>Rural Municipalities:</b>			
<b>Norwich</b>	2,022	1,027	11.00
<b>Zorra</b>	1,479	1,841	2.00
<b>South-West Oxford</b>	2,074	874	1.00
<b>Blandford-Blenheim</b>	2,472	1,081	1.00
<b>East Zorra-Tavistock</b>	1,385	1,348	2.00
<b>Urban Municipalities:</b>			
<b>Woodstock</b>	2,754	2,025	10.00
<b>Tillsonburg</b>	3,139	2,655	2.00
<b>Ingersoll</b>	3,986	2,787	2.00
<b>Oxford County<sup>2</sup></b>	2,016	1,732	3.80

<sup>1</sup> Overall maintenance activities performed on total arterial and/or local roads (3 year average)

<sup>2</sup> County arterial road network across five rural Area Municipalities, excludes urban service contract areas

In terms of high level quantitative analysis, the current state service delivery model was comparatively assessed with enhanced current state model scenario (Status quo plus A) as well as with three alternative model scenarios (Centralized, Localized, Full asset download) as shown in Table 2 (with rounding).

**Table 2: Service Delivery Model Quantitative Comparative Analysis (with Rounding)**

	<b>Status Quo+ A</b>	<b>Centralized</b>	<b>Localized</b>	<b>Full Asset Download</b>
Base Case Total Operating Expenses <sup>1</sup>	\$ 21,006,000	\$ 21,006,000	\$ 21,006,000	\$ 21,006,000
Scenario Total Operating Expenses	\$ 20,737,000	\$ 20,677,000	\$ 21,758,000	\$ 22,347,000
County Cost Increase / (Savings)	(\$ 284,000) (5.6 %)	(\$ 393,500) (7.8 %)	(\$ 412,500) (8.2 %)	(\$ 4,450,000) (89.2 %)
<b>County / AM (global) Cost Increase / (Savings)</b>	<b>(\$ 269,000) (1.3 %)</b>	<b>\$ 329,000 (1.6 %)</b>	<b>\$ 752,000 3.6 %</b>	<b>\$ 1,341,000<sup>2</sup> 6.4 %</b>

<sup>1</sup> Average annual historical operating expenditures between 2018 and 2022

<sup>2</sup> Excludes additional costs related to asset valuation, sale of assets, incremental facility modifications, etc.

**Communications**

As per Report No. [PW 2022-18](#), KPMG actively engaged staff from Oxford County and its member municipalities throughout the independent SDR project to review and analyze existing transportation network (roads and bridges) operations and maintenance practices/processes, organizational structures, levels of service/performance outputs, risk, historical financial performance, etc., consistent with the Request-For-Proposal scope.

Through various joint and individual workshops, data and information sharing, staff team interviews and regular staff correspondence (email, phone), a number of comprehensive technical memorandums (TMs) were drafted, reviewed by staff teams and finalized over the course of the joint SDR study between September 2021 and March 2022.







The final SDR report was released for public consumption on March 18, 2022 as part of the March 23, 2022 Council agenda bundle release. As per a Transfer Payment Agreement requirement with the Ministry of Municipal Affairs and Housing (MMAH), the final SDR report was also publicly posted on the County website on March 18, 2022.

Through Report No. PW 2022-18 (March 23, 2022), the final SDR report was provided as information to Oxford County Council and was subsequently circulated to all Area Municipality Councils as correspondence information on March 24, 2022. Additional CAO correspondence regarding the SDR was issued on April 11, 2022 (refer to Attachment 1).

Since that time, KPMG provided formal information delegation presentations to the Councils of Town of Ingersoll (April 11, 2022), City of Woodstock (April 21, 2022) and Town of Tillsonburg (April 25, 2022) respectively. The remaining five Area Municipalities did not seek similar information delegations to their respective Councils. Staff considered SDR correspondence received from the City of Woodstock on May 24, 2022 (refer to Attachment 2) and Town of Tillsonburg on May 27, 2022 (refer to Attachment 3).

Following Council deliberation, Report No. PW 2022-30, along with any potential amendments, will be circulated to the Area Municipalities for information.

**Strategic Plan (2020-2022)**

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.iii.		5.ii.	



## DISCUSSION

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### Background

As per Report No. [CS 2021-14](#), staff received direction from Oxford County Council on March 10, 2021 to seek Municipal Modernization funding to undertake a joint Transportation Network (Roads and Bridges) Operations and Maintenance SDR project in order to identify potential opportunities to modernize service delivery and reduce future operating costs. This joint SDR Project was one of six initiatives that was ultimately approved for provincial funding (June 30, 2021) under the 2021 Review Stream Modernization Project category.

The joint SDR project was facilitated and completed by an independent study consultant (KPMG) over approximately seven months (September, 2021 to March, 2022) through extended information sharing and collaboration with staff from Oxford County and its member municipalities. The objective of the SDR was to determine the most appropriate and cost effective way of operating and maintaining the regional (arterial) transportation network in the County while maintaining or improving service levels. As described in Report No. PW 2022-18, the SDR also provided a comparative analysis of three alternative service delivery models (Centralized, Localized, Full asset download), along with potential enhancements to the current state service delivery model (Status quo plus A).

### Current State - Transportation Network Operations and Maintenance

In the current state service delivery model, Oxford County (road authority) owns all of the transportation network assets within its regional (arterial) road right-of-ways. Oxford County also operates and maintains all of these same system assets, with the exception of regional (arterial) roads and bridge assets that are located within the urban limits of Woodstock, Ingersoll and Tillsonburg.

While there is one road authority (Oxford County), there are four road operators of the regional (arterial) road network. Oxford County operates and maintains the arterial transportation network (~ 1,185 lane km) throughout the 5 rural Area Municipalities. Woodstock, Ingersoll and Tillsonburg operate and maintain a portion of the arterial transportation network (~ 103 km) within their urban centres, on behalf of Oxford County, under urban road maintenance service contract agreements and are responsible for the provision of winter control, pavement marking, road signage and bridge/culvert, roadside and asphalt/shoulder maintenance activities.

A general overview of the transportation network infrastructure and operational staff levels are detailed in Table 3.



Table 3: 2020 Transportation Network Infrastructure and Staffing Levels

	Road Lane KM		Bridge / Culverts (m <sup>2</sup> surface area)		Operators – FTE		Operator per 100 Road Lane KM <sup>3</sup>
	Local <sup>1</sup>	Arterial	Local	Arterial	Full-Time	Seasonal <sup>2</sup>	
<b>Rural Municipalities:</b>							
Norwich	721	312 <sup>4</sup>	1,383	4,804	10	0	1.4
Zorra	1019	278 <sup>4</sup>	6,513	5,969	13	0.84 (2)	1.4
South-west Oxford	616	188 <sup>4</sup>	2,141	2,802	8	0	1.3
Blandford-Blenheim	667	208 <sup>4</sup>	1,778	10,690	5	1.25 (3)	0.9
East Zorra-Tavistock	435	164 <sup>4</sup>	220	4,145	7	0.84 (2)	1.8
<b>Urban Municipalities:</b>							
Woodstock	486	61 <sup>5</sup>	1,447	2,879	44	1.67 (4)	8.4
Tillsonburg	236	16 <sup>5</sup>	5,126	202	8	1.25 (3)	3.7
Ingersoll	151	26 <sup>5</sup>	2,344	1,856	10	0	5.7
<b>Oxford County:</b>	-	1150 <sup>6</sup>	-	28,437	22	3.33 (8)	2.1

<sup>1</sup> Total lane KM includes paved and unpaved KMs

<sup>2</sup> Assumes seasonal operator equivalent to 0.4175 FTE

<sup>3</sup> Based on total number of local and/or arterial road KMs operated and maintained

<sup>4</sup> Arterial roads owned, operated and maintained by Oxford County

<sup>5</sup> County owned arterial roads operated and maintained by Area Municipality under service contract

<sup>6</sup> Excludes 103 km of County owned arterial roads operated and maintained by local municipalities and 35 km of arterial roads owned, operated and maintained by the County along the perimeter of the urban municipalities

Closely related to the above overview of the transportation network, the County arterial road network was further quantitatively delineated by Ontario Minimum Maintenance Standards for Municipal Highways (MMS) road classifications as shown in Table 4. As per *O. Reg 239/02 – Municipal Maintenance Standards for Municipal Highways* under the *2001 Municipal Act*, the MMS classification of roads (and associated road Levels of Service minimums) is solely based on posted speed and average daily traffic volume. Oxford County Council adopted this level of service on its arterial road network as per Report D-4 2003-148. The MMS road classification impacts the required levels and cost of service in each respective municipality as each municipality will need to maintain roads to different road class MMS standards (refer to Attachment 4).

Table 4: Arterial Road (County) Network Levels of Service Road Classification

	Arterial (County) Road Network by MMS Road Classification				
	Class 1 (km) <sup>1</sup>	Class 2 (km)	Class 3 (km)	Class 4 (km)	Class 5 (km)
<b>Oxford County<sup>2</sup></b>	-	264 (21%)	785 (64%)	156 (13%)	28 (2%)
<b>Woodstock<sup>3</sup></b>	-	9 (15%)	43 (73%)	7 (12%)	
<b>Tillsonburg<sup>3</sup></b>	-	2 (12%)	3 (18%)	6 (38%)	5 (32%)
<b>Ingersoll<sup>3</sup></b>	-		6 (22%)	21 (78%)	

<sup>1</sup> Road Class 1 (Highway 401) maintained by province

<sup>2</sup> County arterial road network across the five rural Area Municipalities and along the perimeter of the three urban Area Municipalities

<sup>3</sup> County owned arterial roads operated and maintained by the respective local municipalities

The arterial road network serves similar primary functions, to provide mobility, access and goods movement, in both small/medium sized urban and rural areas of the County. The arterial road network provides for movement for all vehicle types (car, truck freight, bus, farm machinery, emergency response, etc.) and supports all road users (motorists, cyclists, pedestrians, horse and buggy, motorcyclists, etc.). As highlighted in Table 5, there are also some arterial (County) road characteristics which differ in small/medium sized urban and rural municipality areas (including smaller sized urbanized settlements) that can affect how road maintenance activities are performed and levels of service is achieved.

**Table 5: Comparison of Arterial (County) Road Characteristics – Rural and Urban Areas**

<b>Roadway Characteristic</b>	<b>Rural Municipalities</b>	<b>Urban Municipalities</b>
<b>Road Class:</b>	Predominately Class 2,3 (1,049 km of 1,150 km)	Predominately Class 3,4 (86 km of 103 km)
<b>Official Plan Right-of-Way Width:</b>	30 m, Some multi-lane (30-40 m)	26 m Some multi-lane (30-40 m)
<b>Traffic Flow:</b>	Predominately free flow, except at signalized intersections, controlled stops and crosswalks. Higher operating speeds and lower traffic volumes.	Moderately free flow, except at signalized intersections, controlled stops and crosswalks. Lower operating speeds and higher traffic volumes.
<b>Traffic Composition:</b>	Mixed, including intercommunity transit, emergency response vehicles and slow moving vehicles.	Mixed, including local transit and emergency response vehicles.
<b>Road Parking:</b>	On-street parking in most Urbanized Villages.	On-street parking is limited in most areas.
<b>Road Shoulders:</b>	Largely gravel (some paved).	Predominately paved and/or grass boulevard.
<b>Road Urbanization:</b>	Curb / sidewalks (Urbanized Villages).	Curb / sidewalks (Towns, City).
<b>Stormwater / Drainage:</b>	Predominately open ditch and cross/entrance culverts. Buried stormwater infrastructure (catch basins, sewers, manholes) in Urbanized Villages.	Predominately underground stormwater infrastructure (sewers, catch basins, manholes).
<b>Surrounding Land Features:</b>	Largely rural open fields, naturalized areas. Smaller urban environment.	Predominately small/mid sized urban environment.
<b>Environmental Considerations:</b>	Many road segments within well head protection areas. Road segments more susceptible to high wind damage and blowing/driftng snow.	Few road segments within well head protection areas. Road segments less susceptible to wind damage and blowing/driftng snow.

## Comments

As per the approved scope of the joint SDR project, KPMG qualitatively and quantitatively examined the effectiveness of the existing transportation service delivery model (base case) and compared it with three alternative service delivery models (Centralized, Localized, Full asset download) in terms of both operational levels of service performance and overall financial performance. KPMG also identified a number of potential enhancements to the current state.

### Base Case Comparative Analysis - Transportation Network Operations and Maintenance

Approximately 85% (1,049 km) of the arterial transportation network operated and maintained by the County across the rural municipalities are Class 2 and Class 3 roads as shown in Table 4. While a small portion of the County's Class 2 road network is being operated and maintained by Woodstock (9 km) and Tillsonburg (2 km) respectively, the majority (84%) of the road network operated and maintained by the urban municipalities is comprised of Class 3 and Class 4 roads which generally require a lower MMS levels of service as per *O. Reg 239/02 – Municipal Maintenance Standards for Municipal Highways* under the *2001 Municipal Act*.

Based on the comparative analysis shown in Table 1 and respective road classifications (Table 4), it appears that the urban municipalities are performing levels of service (summer and winter road operation and maintenance activities) on both local and County arterial roads that is above the MMS road class requirements (higher overall cost per lane km assumes higher levels of service) when similarly compared to Oxford County which, in contrast, has a significantly greater proportion of higher class arterial roads. In comparison, the five rural municipalities appear to be performing a level of service on their local roads that is representative of the lower MMS road class (lower overall cost per lane km assumes lower levels of service) when similarly compared to Oxford County.

The overall costs for annual bridge and culvert maintenance on the County arterial road network were generally nominal in comparison to annual summer and winter road maintenance activity costs. Norwich and Woodstock had significantly higher bridge and culvert maintenance cost efficiency metrics (\$10 to \$11 per square metre) comparatively to the County and the other Area Municipalities (\$1 to \$3 per square metre); however, some of this over-variance may be due to higher salary and/or materials cost allocations during financial modelling.

The arterial road maintenance activities provided by the County across the five serviced rural municipalities may achieve service efficiency advantages related to more free flow of traffic, less urbanization (i.e. less lane curbs), and easier snow clearing (roadside snow storage). However, the County service in the rural municipality areas also faces several service efficiency challenges, such as large service area geography, open field snow drifting, surface stormwater drainage, shoulder maintenance (snow clearing, gravel shouldering) and road salt management within source water protection areas, all of which are not typically faced during service provision in the three urban municipalities. Accordingly, while the arterial road characteristics in the urban and rural municipality serviced areas qualitatively differ in some ways as noted in Table 5, the resulting impact to road maintenance activity costs within the two areas are generally offsetting.

The costs to undertake summer road maintenance activities generally should not vary significantly based on MMS road classification. Summer maintenance activities can be proactively and predictively scheduled based on MMS requirements and costs to perform road service activities should be similar despite road classification (i.e. costs to fix a pothole on a Class 3 road versus a Class 4 road will not vary significantly). On that premise, future road maintenance service contracts between the County and participating Area Municipalities, could consider employing a fixed price cost metric per lane km for summer maintenance activities (based on a representative lane km basis equivalent to County averaged costs ~ \$2,016 per lane km).

However, costs to perform winter maintenance activities should increase for higher class roads due to the service reactivity required under the MMS. Should winter control cost and levels of service data be allocated to road class in the future, allocation of winter maintenance costs could be based on a weighted lane km metric that reflects the effort required to maintain MMS levels of service by road class. Another approach to winter maintenance costing is to derive a variable cost metric per lane km that is annually tied to Environment Canada reported snowfall records (current approach by Waterloo Region). Either approach should be considered when future road maintenance service contracts are either established or renewed.

Aside from the above noted generalized inferences, the overall cost and levels of service for all current state road operation and maintenance activities could not be fully allocated to specific transportation network assets (by comparable MMS road class) given this level of information maturity (especially around winter maintenance activities) is not currently captured by the Area Municipalities and County by specific activity based cost allocation by road class (labour, fleet, equipment, fuel, materials, contracted services). In the future, this level of data maturity could be obtained through regular application of GPS technology, specific activity cost tracking and work order system integration based on road classification.

### Alternative Service Delivery Model Comparative Analysis

The current state service delivery model was quantitatively (Table 2) and qualitatively comparatively assessed with an enhanced status quo (Status quo plus A) and three alternative models (Centralized, Localized, Full asset download). The analyses considered operational (summer/winter road maintenance and bridge/culvert maintenance), staffing and major equipment requirements under each scenario.

As shown in Table 1, each operational and maintenance (O&M) scenario was costed against the County's current historical summer maintenance cost metric which corresponds to the equivalent levels of service performed on the County operated arterial network. The comparative analysis assumes the County would only pay for O&M activities up to this level of service. Any Area Municipalities providing contracted service on the County arterial which chooses to perform service activities above this expected level of service would incur the associated additional costs.

Global O&M cost savings (County and Area Municipality combined) were anticipated under the Status quo plus A model (1.3% decrease ~\$269 K) and the Centralized model (1.6% decrease ~\$329 K) largely due to normalized levels of service costing for summer maintenance activities, operational efficiencies, and economy of scale savings (10%) derived from potential joint procurement and service bundling opportunities.

Conversely, global O&M cost increases were anticipated under the localized model (3.6% increase ~\$752 K) and the Full asset download model (6.4% increase ~\$1.341 M) largely due to additional staffing/major equipment resource requirements and higher costs related to levels of service. Some offsetting cost savings may be derived through increased operational efficiencies (5% - urban, 2% - rural) as well as economy of scale savings (10%) derived from potential joint procurement and service bundling opportunities. The full asset download model also excludes significant additional costs related to asset valuation, sale of assets, incremental facility modifications, tax impact assessments, reserve transfers, etc.

Under all of the above model scenarios, any cost expenditures related to additional major fleet equipment (i.e. snow plows, light duty trucks) and net staffing were annualized. While the scope of the assignment excluded analysis of any incremental costs of facility alterations to house any additional equipment, it is recognized the costs could vary substantively pending the service delivery model and would need to be studied in further detail.

### Preferred Service Delivery Model Approach

As part of the approved SDR scope, normalization of arterial (County) transportation network levels of service was considered across similar MMS road class(es) within urban and rural municipality areas along with the associated maintenance cost to maintain the same. The associated maintenance costs to employ a consistent level of service could be estimated using a fixed price cost metric per lane km for summer maintenance activities and a variable cost metric for winter maintenance activities. While a level of data certainty existed with the normalized summer maintenance cost metric, more concern was raised by some Area Municipality staff over the accuracy of the normalized winter maintenance cost metric generated during the SDR and that more granular data analysis was required.

Although a variable cost metric for winter maintenance could be based on Environment Canada reported snowfall records, the urban Area Municipalities expressed a significant preference to seek greater accuracy of an actual winter maintenance cost metric before considering any application of the same to future urban road maintenance agreements as part of the Status quo plus A or Localized service delivery model approaches. In order to obtain this desired level of accuracy, additional work would be required by Oxford County and the Area Municipalities to monitor and track maintenance activities and service activity costs to specific transportation networks (by MMS road class). This work is similarly being requested by certain Area Municipalities to more fully confirm potential cost efficiencies associated with the Centralized service delivery model prior to any further consideration of that approach.

Lastly, as noted above, the Full asset download model is the most complex and least preferred alternative service delivery approach as it represents the highest impact to taxpayers and the nine municipalities.

Given the above considerations and potential limitations of the service delivery approaches studied in this SDR, staff support the consideration of a number of general opportunities (service delivery model denoted as **Status quo plus B**), as identified by KPMG, which could be further explored by the County and its Area Municipalities as follows:

- **Facility Optimization:**  
Pending the future state service delivery model chosen, the 16 road service/patrol yards could undergo a rationalization review to assess potential facility sharing and/or consolidation cost savings.
- **Joint Procurement/Contracted Service Bundling:**  
The County and Area Municipalities currently expend ~ \$2.7 M of contracted services on an annual basis. Leveraging joint procurement for common outsourced maintenance activities (i.e. right-of-way maintenance, hard top maintenance, pavement markings) could result in savings of up to ~ 5 to 10% annually.
- **Performance Monitoring:**  
Expand the County's performance measurement evaluation (KPI) framework for transportation network maintenance activities to more effectively monitor service performance and road/bridge asset maintenance.
- **Identify Levels of Service:**  
Levels of service for transportation network related activities will be reviewed in preparation for the Phase 4 requirements of the *Asset Management Planning for Municipal Infrastructure Regulation (O. Reg. 588/17)*, in order to identify current levels of service and the associated maintenance cost to maintain those levels of service.
- **Linking Maintenance Activity to Specific Assets:**  
Utilization of technologies (GPS, work order management systems) to monitor and track specific transportation network assets, asset maintenance activities and service activity costs (i.e. labour, fuel, materials, fleet/equipment, contracted services) in order to ensure transportation assets are adequately and cost effectively maintained as per MMS levels of service requirements.
- **Organization Structure Review:**  
Review organizational structure and resourcing opportunities to further optimize service delivery performance and cost.

While the above proposed Status quo B undertakings were not part of the SDR scope, they collectively offer a number of potential enhancements to the current state service delivery model that were not fully analyzed as part of the previously noted status quo plus A, centralized, localized or full asset download service delivery models. It is recognized that the Status quo plus B undertakings will require ongoing staffing resourcing and notable additional costs.

Potential reconsiderations of the status quo plus A or three alternative service delivery models studied in this SDR could be further informed at some point in the future using outcomes derived from the completion of the above proposed undertakings.

## **Conclusions**

Despite having a significantly lower proportion of higher class roads, the overall average maintenance costs (per lane kilometre) by the three urban municipalities are significantly higher than Oxford County's average costs to maintain the arterial road network across the five rural municipalities. In comparison, the overall average road maintenance costs (per lane kilometre) by the five rural municipalities are lower than Oxford County's average road maintenance costs and representative of their lower MMS road classes.

However, the overall cost and levels of service for all current state road operation and maintenance activities could not be fully allocated to specific transportation network assets (by comparable MMS road class) due to a lack of data maturity in some areas with specific road/bridge maintenance activity based cost allocation (labour, fleet, equipment, fuel, materials, contracted services). The SDR findings suggest that future enhancements could be considered by utilizing GPS technology, specific activity cost tracking and work order system integration (based on road classification) to more fully acquire data maturity and inform future analysis.

## **SIGNATURES**

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### **Report Author:**

Original signed by

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Frank Gross, C. Tech  
Manager of Transportation and Waste Management Services

### **Departmental Approval:**

Original signed by

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David Simpson, P.Eng., PMP  
Director of Public Works

### **Approved for submission:**

Original signed by

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Michael Duben, B.A., LL.B.  
Chief Administrative Officer

## **ATTACHMENTS**

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- Attachment 1: CAO SDR Correspondence
- Attachment 2: SDR Correspondence from the City of Woodstock
- Attachment 3: SDR Correspondence from the Town of Tillsonburg
- Attachment 4: Ontario Minimum Maintenance Standards Levels of Service



Report No. PW 2022-30  
Attachment No. 1

**From:** [Michael Duben](#)  
**To:** [Mary Ellen Greb](#); [Michael Graves \(mgraves@ingersoll.ca\)](#); ["Kyle Pratt"](#); [Kyle Kruger](#); [David Creery](#); [Karen DePrest](#); [Rodger Mordue](#); [Don Macleod](#)  
**Cc:** [David Simpson](#); [Frank Gross](#)  
**Subject:** Transportation Network Service Delivery Review  
**Date:** April 11, 2022 2:30:37 PM

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Good afternoon

Based on ongoing discussions with certain Area Municipality CAOs and the KPMG consultant team, staff will be introducing an additional transportation network service delivery review (SDR) model concept (Status Quo Plus – B) for County Council consideration in addition to the 3 alternative models and Status Quo Plus – A concept that were fully scoped under the approved terms of reference for the SDR.

While not scoped in the current SDR assignment, the Status Quo Plus – B concept would be comprised of a number of potential future undertakings (refer to pg 74 – 90 of final SDR report) which would require additional discussion between all of the parties and likely require funding and resources to more fully explore, as follows:

- Service Road Yard Rationalization Review,
- Joint Procurement Opportunities,
- Activity KPI development and annual performance measurement,
- Assessment and Costing of Levels of Service,
- GPS utilization to quantify and monitor service activity by road class,
- Organizational Structure Review Opportunities to enhance service delivery.

The Status Quo Plus – B concept would seek to pursue certain improvements that have been identified through the SDR process and to provide better data to help us all refine transportation network service activity based costing.

At this time, we anticipate that the staff report for County Council will be recommending adoption of Status Quo Plus B but it would be premature to take a definitive stance until feedback is received from those local Councils that will be hosting a presentation from the consultant OR any additional feedback provided by any of you in the interim.

We wanted each of you to be aware of this development in advance of upcoming presentations to your Councils by the consultant that some of you have asked to be arranged.

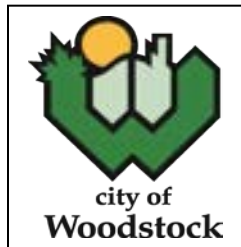
Please do not hesitate to reach out with any thoughts or concerns that you might have.

Regards

Michael







Report No. PW 2022-30  
Attachment No. 2

Office of the City Clerk  
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Oxford County Council  
c/o Chloe Senior, Clerk  
County of Oxford  
P.O. Box 1614  
21 Reeve St.  
Woodstock, ON N4S 7Y3

Via e-mail - [csenior@oxfordcounty.ca](mailto:csenior@oxfordcounty.ca)

Re: County of Oxford Transportation Operations and Maintenance Service Delivery Review

At the hybrid Council meeting held on Thursday, May 19th, 2022 the following resolution was passed:

“That Woodstock City Council receive the report regarding the County of Oxford Transportation Operations and Maintenance Service Delivery Review as information;

And further that City Council hereby notifies County Council that it endorses the current status quo service model and instruct City Staff to work with County staff to find improvements within the current framework;

And further that City Council direct Staff to negotiate a new agreement with County Staff that incorporate improvements in efficiency and full cost recovery by the City for the services provided without lowering the current LOS;

And further that City Council direct City Staff to bring back proposed agreements to City Council for approval once Staff has completed negotiating a satisfactory draft agreement.”

A copy of the Council report is included for reference.

Yours Truly,

Sunayana Katikapalli, Deputy City Clerk

**To: David Creery, Chief Administrative Officer**

**From: Dan Locke, Director of Public Works**  
**Harold de Haan, City Engineer**

**Re: County of Oxford Transportation Operations and Maintenance**  
**Service Delivery Review**

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## **AIM**

To provide City Council comments on the County of Oxford Transportation Operations and Maintenance Service Delivery Review.

## **BACKGROUND**

City Staff have maintained the county roads within the city of Woodstock limits since at least 1970. Similar to the operation of the water and sanitary system, city staff maintain the roads as if they were their own and make sure to meet and exceed minimum levels of service prescribed by Provincially legislated Minimum Maintenance Standards. The City of Woodstock has maintained the County Road infrastructure for County Roads 2, 9, 12, 15, 35, 54, 59 (Dundas, Ingersoll Rd., Mill St., Parkinson Rd., Devonshire Rd., Huron/Wilson/Cedar and Norwich St., respectively) within Woodstock. The current agreement expired in 2014 with a continuation year by year since then. A formal agreement has not been signed to renew this service arrangement. Maintenance identified to be performed in the agreement includes items such as Bridge and Culvert Maintenance, Roadside Maintenance (Weed Control, Street tree, Leaf removal, Curb Repair, Catchbasin, Storm Sewer Cleaning), Hardtop Maintenance (Street sweeping, Pavement Repairs), Winter Control (Snow Plowing, Salting) and Safety Devices Maintenance (Traffic Signing, Pavement Markings, Railway Crossing).

Similar to the City of Woodstock, The Town of Tillsonburg and the Town of Ingersoll Public Works department maintain county roads within their urban boundaries with the County reimbursing the Towns for the cost pursuant to a service agreement.

The County of Oxford maintains County roads within the Townships which are for the most part rural country roads.

The County of Oxford and lower tier municipalities completed a Joint Service Delivery Review in 2020. At that time, the recommendations for transportation and road maintenance included undertaking a detailed review of service provisions for operations and formalization of service agreements. (see Oxford Joint Service Delivery Review - CAO Update, May 25, 2020):

County staff recommended in March 2021 that Intake 2 of the Ontario Modernization Fund be used to undertake this detailed review. Funding for this study was approved by the Province and the County commenced work in October 2021 by awarding work to KPMG for the Road Maintenance review. Over the course of the following five months

there have been several meetings with the consultant and County of Oxford, City of Woodstock, Town of Tillsonburg and Ingersoll and all Township staff. A draft final report was presented to the CAOs on March 7, 2022.

The objective of the study and report is to determine the most appropriate and cost-effective way of operating and maintaining the regional transportation network in the County while maintaining or improving service levels. Specifically, the report studies 4 options including:

1. Status Quo Plus – Maintain current operations between County and 3 urban area municipalities, with enhancements to maintenance agreements including a normalization of cost capping reimbursement to urban municipalities based on the county cost to maintain rural roads.
2. Option 1: Centralized Service Delivery – County assumes full control of all operations and maintenance activities for all County roads. In this option the change is that County roads within the 3 urban municipalities would be maintained by the County not the City or Town staff.
3. Option 2: Localized Service Delivery – The County contracts operations and maintenance to each area municipality. In this option the change is that County roads within the Townships would be maintained by the Township Public Works staff.
4. Option 3: Full Asset Download – County transfers ownership and authority of its road network to the area municipality.

## **COMMENT**

Staff have several concerns with the report that they would like to highlight for Council. The concerns about the three options and the Status Quo + model are outlined below.

### **Status Quo Plus**

It appears the writers of the report consider the Status Quo + model fait de accompli since it does not call this an option. It is certainly not the existing model in place since it has implications on the city taxpayers and the levels of service which they receive. The Status Quo + model proposes to keep the existing system of the county contracting out maintenance work of county roads to the urban municipalities. However, the existing model is adjusted to lower the level of service within the three lower tier urban municipalities and to transfer the cost on these municipalities for services that the county deems exceed the LOS (Level of Service) that they deem adequate.

County Staff informed the Consultants that Oxford County is paying for a level of service above its minimum road class requirements to the urban municipalities for operation and maintenance activities completed on County roads and identified the fact that cost to maintain the County road network are not fixed for each urban municipality as a weakness of the status quo.

These statements exemplify the lack of comprehension of the functioning of the current service agreements and a bias against the urban municipalities.

The County believes it is paying too much for County road maintenance completed by the urban municipalities as it compares the County cost to maintain a rural County road

with the urban municipalities cost to maintain an urban County road. There are no similarities between these two. The proposed Status Quo + option states that “the County would only pay for operations and maintenance activities up to the expected level of service. Any costs above the expected level of service would be incurred by the Area Municipality.”

The first problem with this approach is the costs used to determine reimbursement rate. The report states that the County cost to maintain a lane kilometer of road is \$2,221 per year while the City cost is \$2,754. While this may be true, this metric does not recognize the difference in the roads that each municipality is maintaining. The County roads that the County is maintaining are two lane rural roads with gravel shoulders, road side ditches and no underground infrastructure. The County roads that the city is maintaining are multi lane urban roads with curb and gutter and underground utilities. Urban roads are not only more expensive to maintain because of the wider width but also due to a number of other factors. Underground infrastructure creates more items that need to be maintained. Manhole lids and other covers need to be made flush with the roads so that they do not become hazards. Catchbasins need to be cleared to allow water runoff to get off the roads. Private traffic is higher on urban roads resulting in more wear on the roads, higher levels of maintenance that are required by legislation and require more safety precautions such as traffic control when maintenance is required.

In the County’s reporting of the cost per kilometer, the county has the highest per lane kilometer cost of the rural lower tiers. Considering that most of the roads that the county maintains are rural this would indicate that they are not as efficient as the townships maintaining their roads. Of the urban municipalities, Woodstock, Ingersoll and Tillsonburg, Woodstock has the lowest cost per lane kilometer of road.

The next issue with only reimbursing to an expected level of service is how is the LOS determined? In addition to the higher levels of effort needed to maintain an urban road vs a rural road, there is also the issue that urban roads require certain work activities that are not needed at all on rural roads and the higher level of service expected on urban roads. For instance, urban roads require regular mowing in industrial and back lotted areas. Whereas nobody expects a rural ditch line to be mowed more than once a summer. Urban roads require regular street sweeping not just for appearances but also to keep the catch basins open and clear. Also, there is the issue of how can costs be fixed for variable activities.? Winter maintenance costs vary from year to year depending on the weather. Staff is unclear how it would be determined that the city should have only plowed a county road 3 times on a specific day vs the 4 times that it did. The unsightly weeds that grow up through the concrete medians along Highway 2 between County Road 4 and Highway 401 (Toyota frontage) each summer is an example of County maintenance levels creating a terrible first impression at one of our primary entrances to the City of Woodstock.

Restricting Level of Service to MMS levels (Provincially regulated minimum maintenance standards) is a liability and inaccurate. No urban municipality just services to the MMS standard. Urban residents are County residents also and the County is proposing to lower the LOS that they are used to in the rural areas. The County proposes to reimburse urbans for minimal LOS of just meeting MMS standards. In addition to this increasing liability and not being a practice in any other urban municipality, Staff is not sure how this would be measured. Is it the County’s intention

to analyze every winter event to determine that the city should have only plowed the road 3 times instead of 4? If the City decided to only maintain to the level that the County is willing to pay then the public outcry would be very high especially as it relates to Winter Control. It is unreasonable to expect the same level of service throughout the county. The County and the consultant appear to not understand the difference between urban and rural settings. The City has industry that employs just-in-time principles and operates around the clock requiring properly maintained roads at all times of the day and days of the week. The report recognizes the difference between different Classes of roads however does not recognize that a rural and urban road can be the same Class. Previously discussed, the urban roads require more effort due to the inherent differences between the two different types. There is also the risk of additional claims regardless of meeting MMS claims that could be submitted and may be settled out of court. Therefore, additional costs for the City and County that are not accounted for and are likely to occur in the future with this option.

It should also be noted that while the report states that the county will save 5.63% there is only an estimated 1.28% savings to the taxpayer. This is because some costs now being paid by the County will be transferred to the lower tier municipality. Considering that City taxpayers already pay for 58% of the County roads of which only 8% are actually within the city limits, this hardly seems equitable. Considering that we are talking about over 18 million dollars, it is questionable how accurate the savings of less than 2% would be realized.

The existing service agreements with the County allocate cost to maintain the County roads on a simple ratio of total km's of County roads to the total km's of roads in the City. There is a factor to reflect that County roads are the higher traffic volume roads, are truck route roads and are therefore wider than the typical City street. The cost of specific road maintenance services in a year is multiplied by this ratio to produce the County cost. This means that the County is not paying for the actual cost but the average cost of the City to maintain all of the roads.

### **Option 1: Centralized Service Delivery**

Under this option the County proposes to assume the operation and maintenance responsibility for all County roads. The effect is that the 3 urban municipalities will no longer complete this work.

City Staff caution that the financial analysis in this option is flawed due to incorrect assumptions.

For instance, County staff believe that all of the County roads in the 3 urban municipalities can be maintained with only 2 additional snow plows. During a winter event the City has 8 plows on the roads and these plows are primarily clearing the major roads during the winter event which generally includes County roads. City staff find it hard to believe that the addition of only 2 more plows will enable the County to meet Minimum Maintenance Standards let alone the Level of Service that the residents are accustomed to. In terms of LOS, city residents expect a consistent level of service throughout the city. Drivers do not want to encounter different road conditions as travel across the city. Staff feels that this would also be a liability issue. This option will significantly impair service levels.

Public Works staffing at the county has 1 manager/supervisor for every 3.4 operators. City of Woodstock staff complement has 1 manager/supervisor for every 8 operators. This metric alone shows how much more efficient the City staff is compared to the County. It seems counter intuitive that an agency that is less efficient than another would be able to save costs. This model also has the County hiring 2 additional operators to operate the two additional plows and an additional foreman to watch over these two operators. The County's efficiency drops even further.

This option requires layoff of City staff. Impacts of this to the costing (severance packages) and the city's ability to react to emergencies and provide other services that are not looked into in the report.

Similar to the Status Quo + option, while the County may realize a savings of 8.29%, the county tax payer may only realize a savings of 1.68%. Urban municipal tax payers may even see an increase to their tax base. And this is at the cost of residents experiencing an inconsistent and lower level of service on the roads in the city.

### **Option 2: Localized Service Delivery**

Under this option the County contracts operation and maintenance to all area municipalities. The option impacts the Townships as the Townships will assume this responsibility. This is basically what is currently being done in the three lower tier municipalities already. However, this option expands this model to be county wide to include the five rural lower tier municipalities. In the analysis, the report states that there would be large impacts on the lower tier if the lower tier rural municipality were to take over the County roads. This is not accurate for the urban municipalities that already maintain the County roads within their borders on behalf of the County

County Staff again apply an assumption that the rural municipalities will be required to increase their level of service on County roads to manage higher class roads in accordance with the Minimum Maintenance Standard Regulation. This assumption attempts to rationalize the lower cost per km for the rural municipalities as compared with the County cost to maintain a rural County road. We do not believe this to be correct and results in flawed analysis.

This option identifies as a weakness the potential implications on current collective bargaining agreements due to need to reallocate or reduce the numbers of County staff. Option 1 described this issue as a "potential minor impact to staffing".

It is interesting to note that they also identify as a weakness that there is the potential for inconsistent level of service of county roads due to multiple operators however this inconsistent LOS was not noted to be an issue in the status quo + or option 1 models where different LOS's would be achieved within the city limits depending on if the road was a city or county road.

### **Option 3: Full Asset Download**

Under the full asset download service delivery option, the County would transfer its road authority role and download all road network assets, network planning and O&M responsibilities to the lower tier municipalities.

This option is reported to increase the overall tax burden to all of the county residents by 5.3% or over \$1.1M. Similar to the other options requiring transfer of ownership, there are the union and severance issues.

Staff did not spend a lot of time on this option since it seems to be a non-starter. Staff recognizes the need for a reliable county wide transportation system and as such sees no advantage in eliminating this system.

## **General Comments**

In addition to the specific comments on the options presented in the report, Staff have a few general comments overall.

The accuracy of numbers in the report are an issue. The numbers in the report are rounded to the nearest thousand yet the totals are presented to the nearest dollar. Since the numbers are assumed and rounded to the nearest thousand, Staff assumes that an accuracy of +/- 5% would be realistic. Considering that two of the recommendations (status quo + and Centralized Service) are under 2% change, it brings to question whether or not any savings would actually be realized.

The report is constantly changing and the whole process has been rushed. There have been a number of "final" reports each showing different numbers (E.g. In the report presented to CAOs and mayors the cost to the county changed by over \$1.4M compared to the final report sent out 4 days later). This and the fact that the recommendations are essentially to look at each facet of service all over again in more detail, raises the question of the usefulness of this report. Such a recommendation would indicate that the writers recognize that the report is incomplete and superficial.

There is incorrect data presented in the report. For instance the Current State Service Delivery chart shows Woodstock and the County as maintaining street lights in house. This is incorrect for the City of Woodstock since we contract out these services since there is not enough work in this area to keep certified personnel and specialized equipment busy fulltime. Considering that street lighting is a lower tier responsibility, we suspect that this is even more true at the county level. The Level of Service by Road Classification also states that "approximately 85% of roads maintained by the County are class 2 or class 3. By comparison, the urban municipalities are mostly maintaining class 3 and class 4 county roads." Based on the accompanying chart showing that 88% of the roads Woodstock maintains are Class 2 or 3, this statement is obviously incorrect. The City actually maintains more Class 2 and 3 roads than the county.

The report acknowledges that it does not consider LOS expectations in urban municipalities. Staff believe that the current level of service is the expectation of the community, and this exceeds the MMS. This LOS should be continued moving forward any decrease in the LOS will be met with public outcries, increased complaints that will be forwarded on to County Staff.

The County costs for all of the scenarios is assumed to be the existing County costs that they currently spend per km of road. This is incorrect since the cost of maintaining an urban road is more than a rural road (curb to deal with, valves and manholes, CBs and storm sewer, parked cars, traffic, etc. All items not seen on rural roads). Note that of the urbans the City of Woodstock has the lowest per km cost. Note that of the rurals



(assuming county maintains mostly rural roads) Oxford has the highest maintenance cost per km.

The report also assumes cost are similar between maintenance activities for Urban vs Rural activities. An example of plowing in a rural setting versus plowing in an urban setting is easy to identify the difference. Staff performing plowing in an urban setting have to be aware of the following multiple lanes of roadway, driveways, parked cars, sidewalks, transit routes, all of these concerns cause a slower time to service per km and a higher level of service is required which in turn increases the cost spent per km.

The current contract uses a formula that only sees the County paying for the average costs of the maintenance activities on all of the City and County roads combined with an increased lane factor of 1.22 to account for County roads typically being of a wider cross section. The City spends more time than the average LOS maintenance time on County roads which basically means that the City is subsidizing the County as it is related to maintenance activities on County Roadways. The County should most certainly pay for the full costs associated with the maintenance on County roadways.

### **Summary**

City staff believe that the status quo is the best method to deliver this service to the Oxford County and City of Woodstock taxpayers and staff should be directed to renew this agreement while implementing any identified improvements. The past agreement included a formal calculation of the amount the county pays the City based on the Paved kilometers of County roadway versus the paved kilometers of City roadway and applying a factor to recognize the additional widths of paved County road. This past practice has been acceptable to the City and County for many years and should be able to serve us well for the immediate future as a method to compensate the City for the maintenance work performed. However, using new technology and accounting for all costs associated with providing the service a new methodology for the costing formula should be determined and implemented within the next two to five years that sees a full cost recovery model implemented for the services delivered. Current methodology of reimbursement doesn't recognize Class of county roads. Currently the County is paying for average LOS. In actuality, the city spends more time and effort on County roads than they do on local roads. Because the County roads are higher class roads they require a higher level of maintenance and maintenance is more labour intensive due to the higher traffic volumes and safety concerns.

The efforts made in the service delivery reviews has been substantial and taxing on City staff to address questions on operations and engineering not understood by County management. Making improvements or at least starting discussions on how to improve service delivery between all parties would have been a better expenditure of time.

### **RECOMMENDATION**

That Woodstock City Council receive the report regarding the County of Oxford Transportation Operations and Maintenance Service Delivery Review as information;

And further that City Council hereby notifies County Council that it endorses the current status quo service model and instruct City Staff to work with County staff to find improvements within the current framework;

And further that City Council direct Staff to negotiate a new agreement with County Staff that incorporate improvements in efficiency and full cost recovery by the City for the services provided without lowering the current LOS;

And further that City Council direct City Staff to bring back proposed agreements to City Council for approval once Staff has completed negotiating a satisfactory draft agreement.

*Authored by: Dan Locke, C.E.T., Director of Public Works*

*Authored by: Harold de Haan, P.Eng., City Engineer*

*Approved by: David Creery, P.Eng., MBA, Chief Administrative Officer*



**Subject: Oxford County Joint Transportation Service Delivery Review – Staff Comments**

**Report Number:** OPD 22-18

Department: Operations and Development Department

Submitted by: Carlos Reyes, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Tuesday, May 24, 2022

**RECOMMENDATION**

THAT report OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments be received as information and sent to Oxford County Council.

**BACKGROUND**

**Current Transportation Agreement:**

The current 2008 Urban County Road Maintenance Agreement between Oxford County and the Town of Tillsonburg includes maintenance of all designated County roads within the urban town limits.

In this agreement the Town performs the following activities on the designated County roads and rights-of-way within the boundaries of the Town:

- Road side mowing
- Brush and tree maintenance/removal
- Debris and litter pick-up
- Patching, cold/hot, handwork
- Sweeping, flushing
- Zone painting
- Signs and pavement markings
- Snow plowing
- Sanding and salting
- Storm sewers and drains

## OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

These activities are carried out in accordance with the applicable Ontario Provincial Standard Specifications and in accordance with the Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.

Town maintenance also includes all minor repairs, such as wind or storm damage, washouts to shoulders, banks and undermining of a curb requiring local replacement.

This agreement shall continue to be in effect and will automatically be renewed for successive one-year periods unless either party provides six-months' notice for the termination of the agreement.

### **Third-party Service Delivery Review completed by the County of Oxford:**

The County's Public Works Division is responsible for the supervision, maintenance, and the day-to-day administration of the County's road network. The County's Public Works activities are carried out through four patrol shops: the Drumbo Patrol Shop, the Highland Patrol Shop, the Springford Patrol Shop, and the Woodstock Patrol Shop. The County performs both summer and winter activities out of all patrol shops.

Currently, the operation and maintenance of County roads located in urban areas is outsourced to the urban area municipalities of Woodstock, Ingersoll and Tillsonburg. All other operations and maintenance (O&M) activities on the County road network is conducted by Oxford County.

Oxford engaged KPMG in 2021 to conduct a Service Delivery review of the current regional transportation network system assets, level of service, service offerings, organizational structure, and current/future issues and trends impacting transportation operations. The purpose of the review was to identify opportunities to implement alternative service delivery models that will result in cost savings while maintaining or improving levels of service.

KPMG completed the following activities as part of the study:

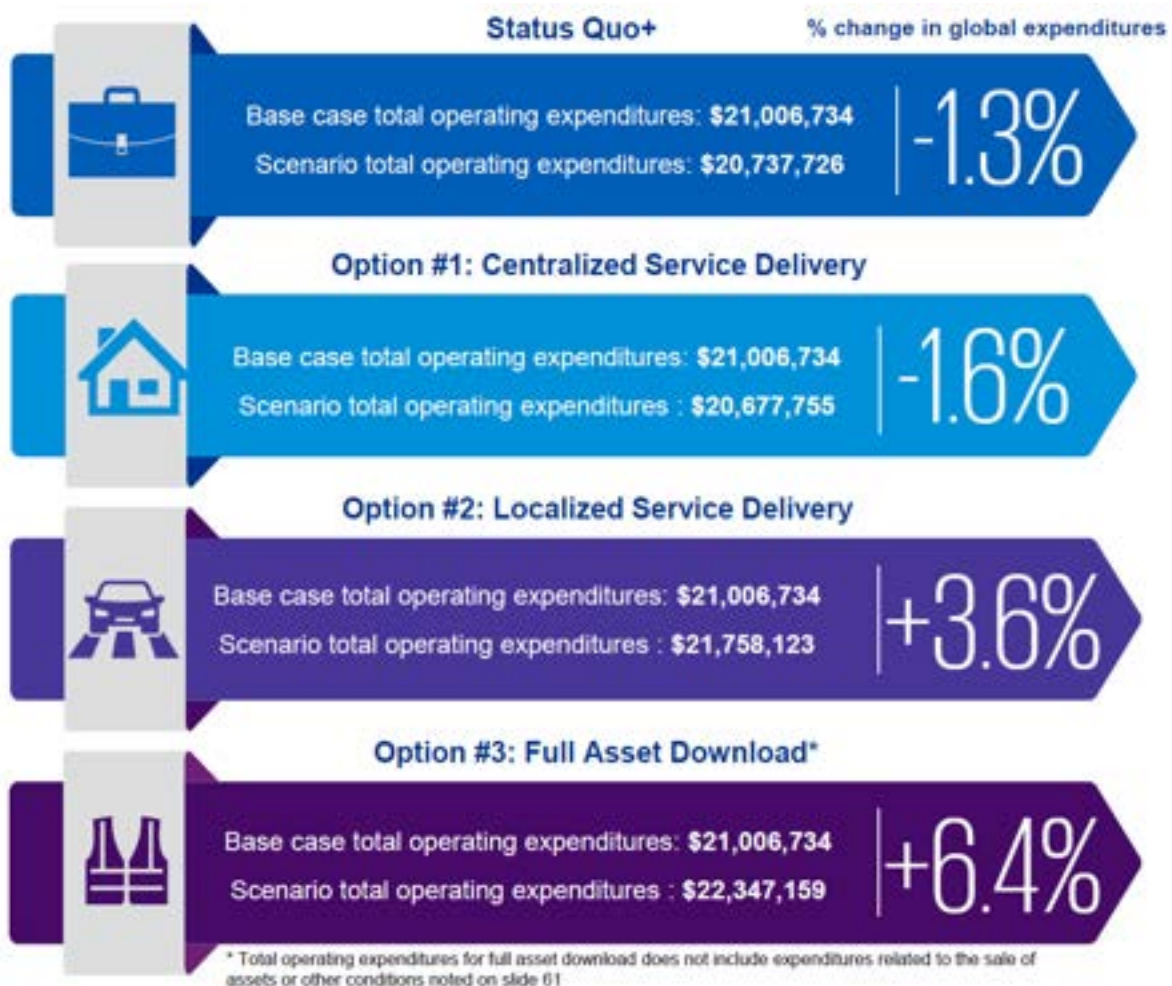
- Current state assessment of the County's transportation services
- Current state transportation services financial analysis for County and its area municipalities
- SWOT (Strength, weaknesses, opportunities and threats) analysis on a status quo+ and three alternative service delivery models
- Financial analysis and human capital analysis on three alternative service delivery models
- Analysis on the current contracted service model
- Develop of opportunities and recommendations to improve service delivery.

## OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

*As part of the study, four alternative service delivery models and assumptions were considered.*

Table 1 below shows the summary of these alternatives:

*Table 1. Summary of Alternative Service Delivery Options. (Source: Oxford Transportation Networks (Roads and Bridges) Operations & Maintenance Service Delivery Review - Final Report. Prepared by KPMG)*



### Status Quo Plus:

Maintain the current operations between the County and the three (3) Area Municipalities, with enhancements to maintenance agreements. In this option, cost calculation is refined in an attempt to normalize the unit operating costs across the County (required more granular cost tracking). This would include isolating costs of activities performed on County road assets to confirm levels of service.

### Option 1 - Centralized Service Delivery

## OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

The County would assume full control of all operation and maintenance activities for its assets. In this option, the County will eliminate maintenance agreements, billing and annual budgeting with the area municipalities. This option may require Tillsonburg, Ingersoll and Woodstock to increase their tax base to compensate for the decrease in revenue from the County.

### Option 2 - Localized Service Delivery

The County maintains road authority role, with operations and maintenance performed by each area municipality. For urban municipalities (Woodstock, Tillsonburg, Ingersoll), the localized service delivery option has the same impact noted in Status Quo Plus.

### Option 3 - Full Asset Download

The County transfers its road authority role and downloads all road network assets, network planning and O&M responsibilities. This option provides a fully integration of all stormwater management activities within our Town limits. In this option, Tillsonburg assumes full road and storm water asset liability and sustainable funding. Further study may be required to determine the impact (if any) on the County and Tillsonburg tax assessment.

Current asset condition and reserve funds available for capital projects have not been considered as part of the financial analysis.

## **DISCUSSION**

The Council for the Town of Tillsonburg passed the following resolution at their meeting on April 25<sup>th</sup>, 2022:

### Resolution # 2022-154

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT Council receives the presentation from Oxford County regarding Joint Transportation Service Delivery Review, as information and directs staff to prepare a report with further information.

### **Comments to the Oxford County Joint Transportation Service Delivery Review:**

Staff has reviewed the final reports submitted by KPMG for the Oxford County Joint Transportation Service Delivery Review and offers the following comments:

#### 1. Status Quo Plus

The final report prepared by KPMG includes the following statement (Page 73):

## OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

*“The County would only pay for operations and maintenance activities up to the expected level of service. Any costs above the expected level of service would be incurred by the Area Municipality. This scenario would result in annual savings of approximately \$283,943 for the County and have minimal impact on current operations.”*

There is no clear description of what the “expected level of service” will be under this option. Furthermore, if this option is approved, Oxford County may cap the funding they currently provide to Tillsonburg based on the “additional level of service” we use for urban roads. Oxford County’s Roads Department currently maintains rural roads. However, the County roads within the Town boundaries which are maintained by Town staff, are urban roads. Unlike, rural roads, these urban roads include sidewalks, culverts, storm systems, curbs, gutters, catch basins, traffic lights, boulevards, streetscape, etc.

### 2. Centralized Service Delivery

The final report prepared by KPMG includes the following statement (Page 73):

*“Based on the analysis of the centralized, localized and full asset download options, the centralized service delivery model presents the lowest overall cost to both the County and its Area Municipalities. Through the centralization of transportation service delivery, the County’s average operating spend would decrease to \$4,650,429 from \$5,043,965 (or 7.8%) per year, with minimal disruption to current operations.”*

This report does not include any data or calculations to support this statement. In our opinion, this statement does not reflect the additional costs the County will incur for mobilization of vehicles and equipment across the County or construction of new public works patrol yards as an example. If the County were to maintain the County roads within our Town limits, they will need to include additional fuel costs and staff/equipment time to mobilize their equipment from Woodstock or Springford in the calculation.

### 3. Full Asset Download

The final report prepared by KPMG includes the following statement (Page 73):

*“The full asset download option will save the County an average of \$4,499,794 (or 89.2%) per year as all road network assets would be transitioned to the Area Municipalities. However, this option would require more study into asset condition, labour laws, and municipal taxes to understand the full impact of transitioning the County’s assets”*

The consultant acknowledged the potential savings and efficiencies from this option. However, this option was not fully assessed in this study. **Our recommendation is to request this option be investigated further by County staff in Collaboration with Tillsonburg staff to identify opportunities for the implementation of this option in the future.**

OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

4. GPS Technology

The final report prepared by KPMG includes the following statement (Page 88):

*“During the current state analysis, it was noted that the County and its Area Municipalities are not full utilizing GPS technology to gain full visibility into transportation services and operations.”*

Tillsonburg Public Works department utilizes GPS on all winter operations fleet units, including plows, trackless sidewalk units, loader, grader, pickups etc. The GPS is tracked through TITAN GPS. We track time, location, speed, plow up/down, hydraulics status (to track the attachment on the unit), spreader etc.

5. Road network comparison

The final report prepared by KPMG includes the following statement (Page 93):

*“Based upon the development and review of transportation services efficiency metrics, the County is cost competitive compared to its Area Municipalities. The County’s three year average roads expense per lane KM (\$2,220.93) and winter expense per lane KM (\$1,943.91) are the lowest among its current contracted urban service providers (Ingersoll, Woodstock, Tillsonburg)”*

The costs and levels of service associated with the maintenance of rural roads are different than the costs and levels of service associated the maintenance of urban roads. As an example, Page 35 of KPMG’s report shows that Zorra’s road expense per lane km is \$1,479 and East-Zorra Tavistock is \$1,385 per lane km compared to Oxford County’s \$2,221 per lane km. Oxford County’s Roads Department typically maintains rural roads across the County. In our opinion, the consultant did not differentiate these two systems.

6. Proactive vs Reactive Approach

The final report prepared by KPMG includes the following statement (Page 93):

*“Each Area Municipality is at a different maturity for level of service planning and costing. This is at least partially a result of a reactive approach to transportation data collection and management.”*

There is no data or analysis in this report that supports this statement. Our Public Works Department is very proactive when collecting and managing data related to road maintenance. Staff utilizes weather forecasting services, regular roads patrols, etc. in the effort to maintain these proactive approaches.

7. Incomplete Analysis

The final report prepared by KPMG includes the following statement (Page 93):

*“The operating, staffing and equipment impact of a status quo+ and three alternative service delivery models (centralized, localized and full asset download) was assessed.”*



## OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

In our opinion, the full asset download option was not fully assessed.

### 8. Joint Procurement

The final report prepared by KPMG includes the following statement (Page 93):

*“The County and its Area Municipalities are spending an average of \$2.7M on contracted services annually... Leveraging joint procurement for these services can result in savings of 5-10% or \$77,000-\$154,000 annually.”*

Our department fully supports joint procurement. In fact, Public Works staff is currently working with the County and area municipalities in joint procurement initiatives including, roads anti-icing materials (i.e. salt and sand) purchases, pavement markings, asphalt crack sealing, surface treatment, phragmites program, etc. Staff will continue to work with the County and neighboring municipalities to explore further opportunities for joint procurement.

## CONSULTATION

The following staff and resources have been consulted in preparing this report:

- Manager of Public Works
- Chief Administrative Officer
- Director of Finance

## FINANCIAL IMPACT/FUNDING SOURCE

Financial implications for the Town if Status Quo Plus is approved and implemented by County Council:

*“The County would only pay for operations and maintenance activities up to the expected level of service. Any costs above the expected level of service would be incurred by the Area Municipality. This scenario would result in annual savings of approximately \$283,943 for the County and have minimal impact on current operations.”*

– Statement from KPMG report

Unfortunately, there is no clear description of what the “expected level of service” will be under this option. If this option is approved, Oxford County may cap the funding they currently provide to Tillsonburg based on the “additional level of service” required for urban roads. Page 38 of the final report prepared by KPMG states that *“Public reaction as a result of revenue reductions due to adjusted urban maintenance ratios. Area Municipalities **may** require an increase to their tax base to make up for the decrease in revenue from the County. Area Municipalities **may** face additional costs for the procurement and acquisition of technology to better manage and track service levels.”*

## OPD 22-18 Oxford County Joint Transportation Service Delivery Review – Staff Comments

In 2022, the town included a budget of \$135,196 for the road maintenance of designated County roads and rights-of-way within the boundaries of the Town.

Our recommendation is that Council does not support status quo plus as recommended by KPMG. In addition, we recommend that Council does not support option 1 - Centralized Service Delivery.

We recommend that our Public Works Department continues with the maintenance of all designated County roads within the urban town limits in accordance with the current agreement (Status Quo).

### **CORPORATE GOALS**

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal** – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

**Strategic Direction** – Explore opportunities for service efficiencies in partnership with adjacent municipalities.

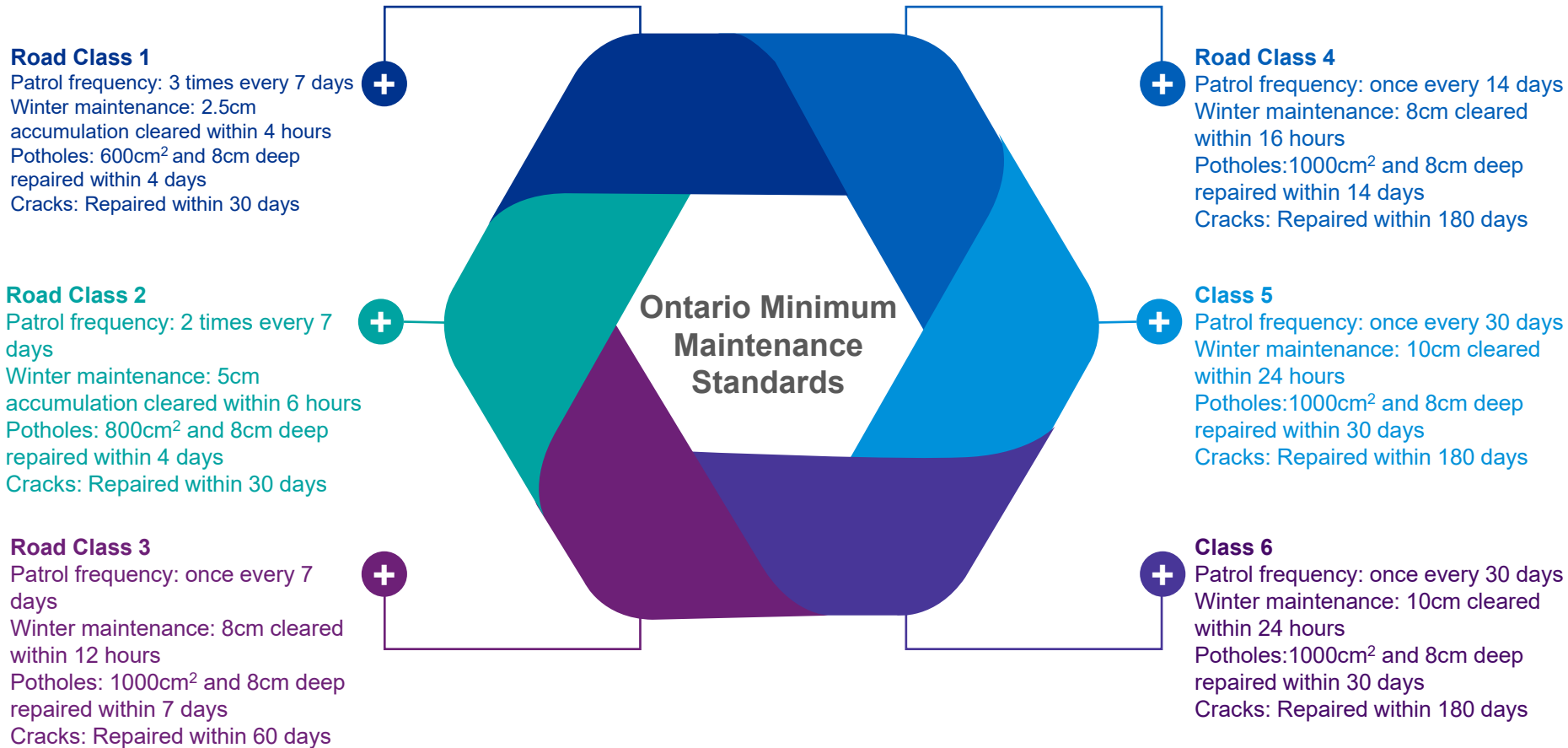
**Priority Project** – Short Term – Municipal service review

### **ATTACHMENTS:**

- Oxford Transportation Networks (Roads and Bridges) Operations & Maintenance Service Delivery Review - Final Report. Prepared by KPMG. Dated March 17, 2022

# Current State Review Level of Service

The Ontario Minimum Maintenance Standards for Municipal Highways (MMS) outlines the minimum standards for roads maintenance for all municipalities. The MMS classifies roadways based on average daily traffic and speed limits. The minimum requirements for each road are based on its classification, with class 1 roads requiring the highest level of service. The below summarizes each road classification and the MMS service requirement for common County road services:





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Rick Richardson Director of Protective Services
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	June 27 <sup>th</sup> , 2022
<b>Subject:</b>	June Monthly Report	<b>Council Meeting Date:</b>	July 6 <sup>th</sup> , 2022
<b>Report #:</b>	FC-22-14		

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### Recommendation:

That Report FC-22-14 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of June 2022

### Analysis/Discussion:

#### Fire:

- (45) burn permits were issued in June 2022
- June 2022 monthly fire calls (included)
- Fire calls 2021 vs 2022 (included)

#### Meetings, Courses and Training Attended:

- June 1<sup>st</sup> staff attended Council meeting
- June 7<sup>th</sup> staff meet with Drumbo Captains to discuss the final items to be installed on Drumbo Rescue
- June 8<sup>th</sup> completed interviews for Bright Station Captain vacancy. I would like to advise Council that Bright firefighter Rhonda Wilson has been selected as the new Bright Station Captain effective July 1<sup>st</sup>, 2022
- June 13<sup>th</sup> staff attended the Ontario Association of Fire Chiefs annual general meeting on zoom. One of the main topics for this meeting was firefighter certification rollout
- June 14<sup>th</sup> attended our monthly RFSOC meeting in Burgessville Fire Station to discuss upcoming recruit training, fire communication tower rentals. Oxford County EMS Chief attended our meeting to discuss tiered response calls and any issues
- June 15<sup>th</sup> attended Council meeting
- June 22<sup>nd</sup> the Rural Fire Services of Oxford County are pleased to announce the hiring of its first shared service Fire Prevention Officer, Mr. Geoff Hayman. Mr. Hayman has a wide fire services background with over 25 years of experience, including serving as a

volunteer firefighter, captain, fire prevention officer, chief fire prevention officer, deputy fire chief and as fire chief. The Rural Fire Services, composed of the Townships of Blandford Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford and Zorra, look forward to Mr. Hayman bringing his vast experience and knowledge to our municipalities starting on August 8<sup>th</sup>, 2022

- June 27<sup>th</sup> attended Storm Fisher Resource Recovery Centre on Oxford Road 29 along with Drumbo Firefighters to tour the interior of this new venture and inspect the above ground water supply for firefighting on site

### June 2022 Fire Call Report

#### Bright

14	09-Jun	Oxford Rd 22	Hydro Lines
15	11-Jun	Twp Rd 12	Unauthorized Burn

#### Drumbo

46	05-Jun	Hwy 401 Km 248	MVC
47	05-Jun	Oxford Rd 29	MVC
48	09-Jun	Hwy 401 Km 246	MVC - Cancelled
49	11-Jun	Oxford St E	Medical Call
50	11-Jun	Twp Rd 12	Tanker Assist - Cancelled
51	22-Jun	Twp Rd 10	Unauthorized burn

#### Plattsville

34	09-Jun	Oxford Rd 22	Hydro Lines
35	11-Jun	Twp Rd 12	Unauthorized Fire
36	16-Jun	Twp Rd 11	Tree Fire
37	21-Jun	Oxford Waterloo Rd	Medical Call
38	22-Jun	Albert St W	Fire Alarm

#### Princeton

30	03-Jun	Highway 2	Hydro Lines
31	08-Jun	Brentwood Dr	Fire Alarm
32	09-Jun	Hwy 401 Km 246	Assist Drumbo - cancelled
33	11-Jun	Twp Rd 12	Unauthorized fire
34	15-Jun	Brentwood Dr	Fire Alarm

#### EZT

4 calls to date

#### North Dumfries

0 calls to date

#### Wilmot

0 calls to date

BB Fire Calls as of January-June

	<u>2021</u>		<u>2022</u>	
	<u>Medical</u>	<u>Total Calls</u>	<u>Medical</u>	<u>Total Calls</u>
Bright	1	11	2	15
Drumbo	6	35	6	51
Plattsville	3	28	7	38
Princeton	2	22	4	34
EZT	1	5	1	4
North Dumfries	0	0	0	0
Wilmot	0	0	0	0
	13	101	20	142

**By-Law Enforcement – June 2022**

**2022**

- 01 Cats
- 02 Noise – dogs
- 03 Dogs running at large
- 04 Noise
- 05 Dogs running at large
- 06 Dog bite
- 07 Dogs running at large
- 08 Noise
- 09 Parking
- 10 Noise
- 11 Cats & cameras
- 12 Dogs

**CEMC-June 2022**

- Sector Meeting – via Webex
  - Discussed EMO Corporate updates
  - Cyber security presentation
  - OMAFRA update – Bird and swine flu
  - NGO Alliance presentation

Respectfully submitted by:

*Rick Richardson*

Rick Richardson  
 Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	June 28, 2022
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	July 6, 2022
<b>Report #:</b>	DS-22- 14		

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### Recommendation:

That Report DS-22-14 be received as information

### Background:

Monthly activities of the Drainage Department to June 28, 2022

### Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Working on Section 65 reports for granted severances
- Commenting on planning applications
- 48 locates for ON 1 Call in June 2022 including 5 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates waiting to have 2 site meeting with Ratepayer to review option for new report ON HOLD

- Princeton Drain working with Engineer on the option that maybe used as outlets for this drain. Had meeting with Engineer about SWMP and had discussion with property owner that may be affected with SWMP locations work on land purchase for SWMP. Working with Engineer and CN on tender for drain crossing (boring)
- Princeton Drain Section 78 report has been approved by GRCA and council and will be add to the new Engineer's Report for Princeton Drain (2017) had onsite meeting with effected land owners
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done Summer 2022 by developer
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys. ON HOLD
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc
- Hotson Drain drainage petition received by Council June 15 2022 and forwarded to UTRCA for comments
- Holt Drain meeting with Brant County Drainage Supt. and engineer re Section 78 report. Council approved Section 78 request and has been forward to Brant.
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) report with Adam and Jim Borton
- Attended 2 council meeting
- Attended staff meeting
- Webinar with the MSWM working group
- Webinar DFO update on species at risk
- Webinar CLI-ECA re info on Township application and approvals
- Working on Drumbo SWMP on details of ownership and existing subdivision agreements
- Working on updates on the Municipal Service Standards



- 2 Day time off

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

*Jim Harmer*

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Jim Harmer Drainage Superintendent



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date</b>	June 28, 2022
<b>Subject:</b>	Pickup Truck Results	<b>Council Meeting Date:</b>	July 6, 2022
<b>Report #:</b>	PW-22-14		

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### Recommendation:

That Report PW-22-14 be received as information;

### Background:

The Director of Public Works tenders every 3 years for a new pickup truck for the Director of Public Works and staff to use. The current truck is then transferred to Community Services. Due to the pandemic back log we are seeing lead times of 12 – 18 months to receive vehicles. Although this has little effect on the Public Works department it does have an adverse effect on the Community services department as they are driving vehicles that are past their disposal date and are subject to higher maintenance costs. Staff brought report PW-22-07 to council and was approved to purchase a vehicle off the lot if a suitable vehicle could be found within pre-approved budget.

### Analysis/Discussion:

Staff has been told that if the Township goes through the regular tender process and requests a vehicle be ordered that we should expect to not see this vehicle until the fall of 2023. Staff report PW-22-07 allowed the Director of Public Works to go and see what was available on dealer lots. Staff visited 5 car lots to see if any 1500 style vehicle would meet the Townships needs and budget. Andersons GM had no vehicles that met our budget, Woodstock FORD had 1 new vehicle that was available for \$56010 or a used 2020 for \$52888, Finch GM had 1 vehicle for \$53478, Glassford Chrysler had 1 vehicle for \$56040 and Woodstock Chrysler had 1 for \$50000. After reviewing the specs, the 2022 Dodge Ram Tradesman from Woodstock Chrysler, it was determined that it would meet the Townships needs and budget. The results of the vehicle search were reviewed with the Director of Finance and the CEO, both agreed that the purchase from Woodstock Chrysler meets the Townships needs and budget. The vehicle has been purchased and was picked up on June 30<sup>th</sup>.

**Financial Considerations:**

Amount approved in Capital Budget: \$50,000.00

Woodstock Chrysler 2022 Dodge Ram Tradesman \$50,000.00 plus hst.

**Attachments:** None

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Jim Borton", is written over a light blue circular stamp or watermark.

Jim Borton C.R.S.I.  
Director of Public Works



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	June 29, 2022
<b>Subject:</b>	2022 Twp. Rd. 8 Repairs	<b>Council Meeting Date:</b>	July 6, 2022
<b>Report #:</b>	PW-22-15		

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### Recommendation:

That Report PW-22-15 be received for information;

And further that Council accept the quote for repairs of Township Road 8 submitted by Walker Construction (formally NorJohn Contracting), Niagara Falls, ON.

### Background:

The Township has had a capital plan to convert a section of gravel road to a surface treated road each year. In 2021 that section of road was Township Road 8 from Blenheim Road to Trussler and from Oxford Road 3 to the 401 bridge. These sections were completed as planned; however, they did not winter well and we have had some break up. Staff contacted Walker Construction to inform them of the issues and that the Township would be requesting some warranty work on these sections.

### Analysis/Discussion:

When the Township contacted Walker Construction there was no hesitation to come out and inspect the issue and work with the Township to resolve the problem. It appears that the top course of the surface treatment has had a bonding issue and this has caused the premature delamination. The Township capital plan and the industry standard is when a road is converted from gravel to a surface treated road a double coat is applied. A third coat is then scheduled within the next 2 -5 years. Typically, on our existing surface treated roads we are on a 7-year cycle. Due to the conversion from gravel to surface treatment a 3<sup>rd</sup> coat is required sooner to ensure the first 2 coats stay in good condition and will ensure that the road lasts the full life span. Walker is proposing the following to ensure that we get the full life span of Township Road 8. The area's that have been identified by the Director of Public Works will be patched using a HL3F asphalt. This will ensure that the road will not continue to break up. Walker is also suggesting that the road should receive it's 3<sup>rd</sup> coat of surface treatment to prevent any further issues. The warrant work could be having Walker return and just apply a layer of surface

treatment over the areas that are having issues. Township staff and Walker Construction are NOT in favour of this action as it will not guarantee the long life of the road. Instead, Staff and Walker are suggesting that Walker be allowed to patch the affected areas with asphalt and then the road sections have an application of FibreMat applied, this approach will ensure the Township sees the full life span of the road. Walker has agreed to do the asphalt at there cost and to provide the cost of the FibreMat at the 2021 rate of \$5.09m<sup>2</sup>. The cost of the FibreMat will come from reserves, this work was originally scheduled to take place in 2025.

AC (Asphalt cement) Index – On every tender the AC index is a fluctuating number that depends on the crude oil prices. Typically, it is bid high so no adjustment is required, if at the time the job is completed the AC is higher, we have to pay the higher amount, the same can be said if it is lower, we would see a decrease in price. The current AC rate is \$1,270.00, in 2021 the AC rate was \$750.00 so this makes a difference of \$0.55 per m<sup>2</sup> that will be added on to our price. In comparison the 2022 price for FibreMat is \$5.49 per m<sup>2</sup> with the AC price of \$917.50, with the current AC rate we will be paying an extra \$0.35 per m<sup>2</sup>

**Financial Considerations:**

Walker Construction proposal -	Asphalt repair	\$0.00
	FibreMat + AC	\$199,712.40

**Budget**

Township Road 8 FibreMat in 2025	\$275,000.00
AC adjustment on 2022 work	\$14,052.50

**Attachments:** Walker Construction quote

Respectfully submitted by:



Jim Borton, C.R.S.I  
 Director of Public Works



Walker Construction Limited  
 9101 Brown Road  
 Niagara Falls, ON L2H 0X1

Date	06/28/2022	Our Quote No.	21071SH-R5
To:	Municipality of Blandford-Blenheim	Estimator	Stuart Harrison 905-371-0809 x2523 FAX 905-371-9724
Attn:	Jim Borton	Project No.	
Phone:		Project Desc.	Oxford 2021 Blandford Repairs
Fax:		Owner / Location	Blandford-Blenheim

We are pleased to submit the following quotation to perform the work described below:

Item	Description	Unit	Quantity	Unit Price	Ext Price
Blandford Blenheim's Repairs (2021 Joint Surface Treatment Contract) Including					
1	Asphalt Repairs as per Jim Borton's Email June 14 from Jim Borton <b>Walker Construction is paying for this work at no cost to the municipality</b>				
2	Fibrebat (2021 Joint Surface Treatment Rates as per AC Index \$750.00/TONN)	M2	35,410.000	\$5.09	\$180,236.90
3	Asphalt Cement Increase per m2 (Based on original tender of \$750.00/ Tonn to May 2022 rate of \$1,270.00)	M2	35,410.00	\$0.55	\$19,475.50
<b>Bid Total:*</b>					<b>\$ 199,712.40</b>

- NOTES: (1) \* PLUS APPLICABLE TAXES. PAYMENT DUE NET 30 DAYS FROM DATE OF INVOICE.  
 (2) PRICES BASED ON 1 MOBILIZATION, ADDITIONAL MOBILIZATIONS CHARGED AT \$5,000.00 EACH.  
 (3) QUOTATION VALID FOR TWENTY-ONE (21) DAYS AND IS FOR THE 2022 PAVING SEASON ONLY, UNLESS OTHERWISE STATED.  
 (4) SIGNED "ACCEPTANCE OF QUOTATION" TO BE EXECUTED PRIOR TO SCHEDULING WORK.  
 (5) CREDIT APPROVAL REQUIRED PRIOR TO SCHEDULING WORK.  
 (6) ALL QUANTITIES ARE APPROXIMATE AND ARE TO BE FIELD MEASURED AND/OR BY WEIGH TICKETS, AND VERIFIED UPON COMPLETION FOR PAYMENT.  
 (7) FLAGGING FOR OUR WORK IS INCLUDED, ALL OTHER ASPECTS OF TRAFFIC CONTROL PLAN BY OTHERS.  
 (8) SURFACE TREATMENT WILL NOT BE PLACED AFTER SEPTEMBER 30 WITHOUT AN EXECUTED LETTER TO PROCEED. NO WARRANTY FOR SURFACE ASPHALT PLACED AFTER THIS DATE.  
 (9) PRICES BASED ON ALL DUTIES, TAXES AND MTO AC PRICE INDEX EXISTING AT THE DATE OF QUOTATION. IF ANY OF THE FOREGOING ARE INCREASED, OR CHANGED THEN THE PURCHASER AGREES TO PAY THE INCREASE OR CHANGE, NOT WITHSTANDING THE PRICES STATED IN THIS QUOTATION.

Walker Construction Limited

Mike Pett  
 Manager - Estimating  
 mpett@walkerind.com

Stuart Harrison C.TECH  
 Estimator / Coordinator  
 sharrison@walkerind.com

**\*\*\* ACCEPTANCE OF QUOTATION &/or INQUIRIES ARE TO BE DIRECTED TO THE ESTIMATOR. \*\*\***

We hereby accept the above quotation with the terms and conditions as stated above and attached.

**SIGN AND RETURN ONE COPY**

\_\_\_\_\_  
 Date Per Name of Customer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	June 29, 2022
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	July 6, 2022
<b>Report #:</b>	PW-22-16		

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### **Recommendation:**

That Report PW-22-16 be received as information.

### **Capital**

- Blenheim CN Bridge – Gobles CN Bridge – CN to provide update July 6<sup>th</sup>
- The 2022 2500 pick up truck was delivered on June 29<sup>th</sup>
- Princeton project – The boring under the CN tracks has been awarded to Robinson Underground Contracting. This was a sole source contract as they are CN's preferred contractor. The contract is for the installation of 40 m of 1050mm steel smooth wall pipe by boring and jacking methods across CN tracks. Cost is \$115,000.00 plus the cost of the pipe.

### **County Shared Service/Road Association/Training**

- Shared Services meeting – The service sharing meeting was held in SWOX. We discussed fuel prices, tender processes, training and starting planning for the winter training sessions.
- Road Association – The next meeting is in September. Work has started for the planning of the fall Joint meeting hosted by Oxford in October.
- AORS – The Trade show took place in Barrie on June 2 & 3. It was a big success with over 1500 people attending. This was the first in person show since 2019. AORS also held their annual work shop on June 23 & BOD meeting on June 24. This year's workshop we looked at how to recruit & retain public works staff and how to get involvement back in the Local associations and AORS. It was a very good discussion and lots of good ideas were brought forward. One in particular item that gained a lot of traction, was looking into the creation of a public works academy. Students could take a college level program for a year, get trained on equipment, acquire there DZ license as well as learn other public works specific activities like pavement care and gravel roads. The hope is it would create a pool of eligible candidates that already have some training

and experience in the public works field. It would also give students the “college” experience and allow for RESP credits to be used. We also discussed and AORS will be working on a campaign to highlight and bring the notoriety of a Public Works career to the for front. Police & Fire do a good job of this, the public works industry needs to raise its profile to keep attracting talented people. Police, Fire and Ambulance services may save lives, but they can’t get there if Public Works hasn’t cleared the road!

### Other

- June activities – Staff completed the gravel and calcium applications. The crews have been working on cleaning up the downed trees by the wind storm that were just moved off the roads in order for them to remain open. Road side cutting is also in full swing. Some ditch cleaning activities and weed eating around guard rails is also taking place.
- Working with the GRCA on the clean-up of illegal material that was dumped on the closed section of Township Road 2 and trying to clear up what can be done on that property.
- Working with the Active & Safe routes to school committee and Oxford County to get Wayfinding signs in Drumbo.
- Did the final walk through with KSmart and MTE of the Apple estates phases 3 & 4 in Plattsville in preparation for the Township to assume these roads.
- Did a training session with DiCan industries on the new dash camera’s and upgraded GPS options.
- Met with Oxford County to discuss the Bright urbanization and drainage. Project being moved out 10-15 years due to budget restraints. No current drainage concerns and the County will look at resurfacing through Bright and the Township will look at doing some interim sidewalk repairs.
- Working with KSmart and Drainage Superintendent on the Princeton project.
- Staff is still continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

**Attachments** None

Respectfully submitted by:



Jim Borton CRS-I  
Director of Public Works







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Project cost	10
<b>Total</b>	<b>100</b>

Two of the firms scored very closely. They both are very well respected and have vast experience having installed numerous facilities across the Province over the years. They both submitted good proposals and exhibited a sound understanding of the project requirements. The accessibility features and equipment warranties were also very similar.

The RFP listed the project budget at \$265,000. The proposals that came in ranged in cost from \$230,095 to \$264,972 so price was not a deciding factor either. The decision came down to the look and design of the proposal.

The proposal designs were scrutinized in depth and after much deliberation the Committee concluded that the design and features included in the submission from Open Spaces were preferred. The Committee felt that the design was attractive to children of a wide range of ages and the features offered appeared interactive and creative.

**Financial Considerations:**

The estimated cost of the splash pad project is \$264,972 based on the proposal submitted by Open Spaces. Funding for this project will come from:

Grant	75%
Township	10%
Fundraising	15%

**Attachments:**

N/A

Respectfully submitted by:

Trevor Baer



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council

**From:** Rodger Mordue, CAO/Clerk

**Reviewed By:** N/A

**Date:** June 27, 2022

**Subject:** Request for closure and transfer of a portion of Twp Rd. 2 between Gobles Rd. and County Rd. 22

**Council Meeting Date:** July 6, 2022

**Report #:** CAO-22-13

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### Recommendation:

That Report CAO-22-13 be received; and,

That the request to officially close up and transfer a portion of Township Road 2 between Gobles Road and County Road 22 be denied.

### Background:

A request has been received from the property owner at 706433 Township Road 2 to officially close and transfer a portion of the unopened road allowance in front of their property. A copy of the correspondence received is attached. Staff circulated the eight property owners who own land within the closed section of Township Road 2 for comment. Township staff were also circulated for their comment on closing and transferring this piece of property. Below is an outline in red of the property being requested.





#### **Analysis/Discussion:**

The Township Road 2 road allowance extends from Gobles Road to County Road 22. A number of years ago a decision was made to "dead end" that road at a point east of County Road 22 and west of Gobles through the Benwell Swamp. There are a number of properties whose only frontage is on that unopened portion of road but there are no structures on those properties.

The request to close and transfer has come from the owners of 706433 Township Road 2 which is the last property on the north side of the western portion of the road. That letter is attached to this report.

The eight property owners who have property abutting the current closed section were notified of this request. To date two of those property owners have contacted this office. One property owner had no concerns with the proposal as he accesses his property from the east. The other property owner who contacted the office has voiced concerns over the proposed closure and transfer. They have property on the western side of the swamp and access it from the west. At various times of the year they are unable to gain access through the east because of water levels. At these times of the year their property will be inaccessible.

Township staff also raised concern over the closure and transfer of the road. The Manager of Community Services stated that, although there are currently no plans for an enhanced trail system in the area, the roughly 1 km stretch of road allowance could be transformed into a recreational trail in the future and for that reason it should be kept in public ownership.

Further, the issue of natural gas supply to properties east of this area and to the northern section of Princeton has been mentioned in the past. Currently there is Enbridge infrastructure at the corner of County Road 22 and Gobles Road. This road allowance should be kept in

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public ownership in the event that it's needed for a natural gas line to service these properties north of the CN rail line.

For the above stated reasons staff are recommending that this request be denied.

**Financial Considerations:**

N/A

**Attachments:**

Request from property owner at 706433 Township Road 2

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk

April 29, 2022

Dear Blandford-Blenheim Council members,

We are interested in purchasing a portion of the closed road allowance on Township Road 2, the dead-end from Oxford Road 22. The parcel we are interested in measures approximately 66' wide, with the length running from wherever the Township deems suitable for vehicle turn-around to the East side of our current property line.

Over the years this closed road section of property has had hundreds of vehicles stuck, requiring them to be pulled out, tonnes and tonnes of dumped garbage and most recently the wetlands have been disrupted by an individual attempting to build a road for their own selfish needs.

We respect the wet-lands and the designation on these wetlands. We propose that we purchase this section of land making it private property. We would maintain this property as we have maintained our wetlands for the past 32 years. This change would not effect any other neighbours and would not "land lock" any other property.

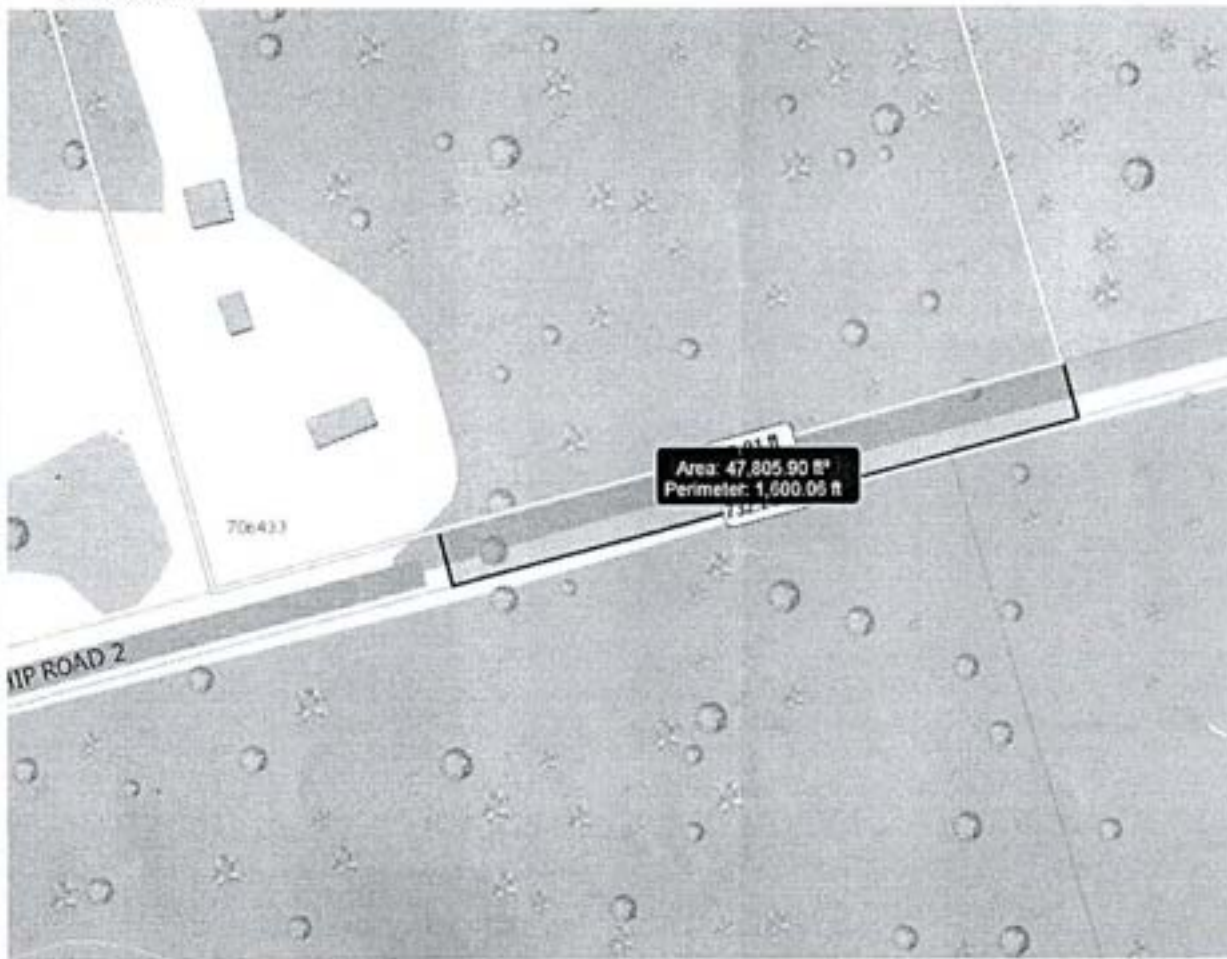
We have included a map illustrating the portion of land we are interested in purchasing. Please let us know if you require any further information.

Sincerely,

Dave & Cheryl Magee  
706433 Township Road 2  
Blandford-Blenheim Township  
[REDACTED]

DAVE CELL # [REDACTED]





Legend

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey.

April 29, 2022





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the OEB and legislated by the Municipal Franchises Act, 1990 R.S.O., and it should be noted that deviations to the Model Franchise Agreement are typically not approved by the OEB.

Should Council approve the request from Sedum to support its application, the OEB requires that a draft by-law with the proposed Agreement be submitted, along with a resolution of Council approving the draft by-law and Agreement, authorizing a submission to the OEB and requesting that the OEB make an order on Sedum's application. Based on this highly regulated process, Council will be required to provide First and Second Reading of the by-law to authorize the execution of the Agreement, with Third Reading to follow once the OEB has issued an Order approving the application of Sedum.

**Financial Considerations:**

- N/A

**Attachments:**

- Draft By-law
- Draft Franchise Agreement with Sedum Master Inc. based on Model Franchise Agreement
- Request for Franchise Agreement
- Ontario Energy Board Gas Franchise Handbook

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2306-2022

Being a By-law to authorize a franchise agreement between The Corporation of the Township of Blandford-Blenheim and Sedum Master Inc.

**WHEREAS** the Council of the Corporation of the Township of Blandford-Blenheim deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Sedum Master Inc. to allow for the distribution of gas by Sedum Master Inc. to its facility at 855217 Gobles Road, Princeton, Ontario.

**AND WHEREAS** the Ontario Energy Board by its Order issued pursuant to The *Municipal Franchises Act, 1990, R.S.O.*, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-law is not necessary:

**NOW THEREFORE**, the Council of The Corporation of the Township of Blandford-Blenheim enacts as follows:

1. **THAT** the Franchise Agreement between the Corporation of the Township of Blandford-Blenheim and Sedum Master Inc. attached hereto and forming part of this by-law, to allow for the distribution of gas in the Township of Blandford-Blenheim to Sedum's facility at 855217 Gobles Road, Princeton, Ontario, be and the same is hereby authorized and the franchise provided for therein is hereby granted.
2. **THAT** the Mayor and Clerk be and are hereby authorized and instructed, on behalf of The Corporation of the Township of Blandford-Blenheim, to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-law.

By-law READ a FIRST and SECOND time this 6h day of July, 2022.

**THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM**

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Mark Peterson, Mayor

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Rodger Mordue, Clerk

By-law READ a THIRD time and finally passed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM**

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Mark Peterson, Mayor

---

Rodger Mordue, Clerk





Ontario Energy Board

Ontario

## Model Franchise Agreement

THIS AGREEMENT effective this \_\_\_\_\_

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

hereinafter called the "Corporation"

- and -

SEDUM MASTER INC.

hereinafter called the "Sedum"

WHEREAS Sedum desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and Sedum agree as follows:

### Part I - Definitions

1. In this Agreement:
  - a. "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;
  - b. "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;
  - c. "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not

Draft

include a liquefied petroleum gas that is distributed by means other than a pipeline;

- d. "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as Sedum may require or deem desirable for the distribution of gas to its facility at 855217 Gobles Road, Princeton, Ontario, N0J 1V0;
- e. "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- f. "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- g. "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- h. "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by Sedum with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- i. whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

## Part II - Rights Granted

### 2. To provide gas service:

The consent of the Corporation is hereby given and granted to Sedum to transmit gas to its facility as noted in Paragraph 1.d. above in the Municipality to the Corporation.

### 3. To Use Highways.

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to Sedum to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution of gas to its facility as noted in Paragraph 1.d. above in and through the Municipality.

### 4. Duration of Agreement and Renewal Procedures.

- a. If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law, or
- b. If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20-year term this Agreement, the Model Franchise Agreement is changed, then on the 7<sup>th</sup> anniversary and on the 14<sup>th</sup> anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20-year term.
- c. At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

### Part III - Conditions

#### 5. Approval of Construction

- a. Sedum shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by Sedum shall be to his satisfaction.
- b. Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), Sedum shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- c. The Plan filed by Sedum shall include geodetic information for a particular location:
  - i. where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or



- ii. when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- d. The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- e. Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by Sedum, the timing of the work and any terms and conditions relating to the installation of the work.
- f. In addition to the requirements of this Agreement, if Sedum proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require Sedum to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.
- g. Where the gas system may affect a municipal drain, Sedum shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- h. Sedum shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- i. The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- j. The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

6. As Built Drawings.

Sedum shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, Sedum shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

7. Emergencies



In the event of an emergency involving the gas system, Sedum shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, Sedum shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. Sedum shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for Sedum and shall ensure the contacts are current.

8. Restoration

Sedum shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If Sedum fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and Sedum shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

9. Indemnification

Sedum shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of Sedum operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that Sedum shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

10. Insurance

- a. Sedum shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect Sedum and the Corporation from claims for which Sedum is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (Sedum). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by Sedum.
- b. The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving Sedum of liability not covered by such insurance or in excess of the policy limits of such insurance.

- c. Upon request by the Corporation, Sedum shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

#### 11. Alternative Easement

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give Sedum reasonable notice of such proposed sale or closing and, if is feasible, to provide Sedum with easements over that part of the highway proposed to be sold or closed sufficient to allow Sedum to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and Sedum shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

#### 12. Pipeline Relocation

- a. If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, Sedum shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- b. Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, Sedum shall alter or relocate that part of the gas system at its sole expense.
- c. Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and Sedum on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to Sedum by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
  - i. the amount paid to Sedum employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
  - ii. the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Sedum equipment while in use on the project,
  - iii. the amount paid by Sedum to contractors for work related to the project,
  - iv. the cost to Sedum for materials used in connection with the project, and

Draft



- v. a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- d. The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by Sedum, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Sedum shall pay 100% of the relocation costs.

#### **Part IV - Procedural And Other Matters**

##### **13. Municipal By-laws of General Application**

The Agreement is subject to the provisions of all regulating statutes and all municipal bylaws of general application, except by-laws which have the effect of amending this Agreement.

##### **14. Giving Notice**

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to Sedum at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

##### **15. Disposition of Gas System**

- a. If Sedum decommissions part of its gas system affixed to a bridge, viaduct or structure, Sedum shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- b. If Sedum decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If Sedum does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system as the Corporation may require for such purposes and neither party shall have recourse against the other for any loss, cost, expense or damage occasioned thereby. If Sedum has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, Sedum may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

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## 16. Use of Decommissioned Gas System

- a. Sedum shall provide promptly to the Corporation, to the extent such information is known:
  - i. the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
  - ii. the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- b. Sedum may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
  - i. the third party has entered into a municipal access agreement with the Corporation; and
  - ii. Sedum does not charge a fee for the third party's right of access to the highways.
- c. Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

## 17. Franchise Handbook

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

## 18. Other Conditions

**The following paragraph shall be inserted as a special condition in the old Union Gas franchise area, which is understood to be the franchise area of Union Gas in southwestern Ontario prior to its merger with Centra Gas.**

Notwithstanding the cost sharing arrangements described in Paragraph 12, if any part of the gas system altered or relocated in accordance with Paragraph 12 was constructed or installed prior to January 1, 1981, the Gas Company shall alter or relocate, at its sole expense, such part of the gas system at the point specified, to a location satisfactory to the Engineer/Road Superintendent

19. Agreement Binding Parties

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-  
BLENHEIM

By: \_\_\_\_\_

Duly Authorized Officer

SEDUM MASTER INC.

By: Name

Signature \_\_\_\_\_

I have the authority to bind the Corporation.

Draft



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OSLER

Toronto

May 27, 2022

Richard J. King  
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Our Matter No.: 1232908

Montréal

Calgary

**Sent By Electronic Mail**

Ottawa

Roger Mordue, CAO/Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo, ON N0J 1G0

[rmordue@blandfordblenheim.ca](mailto:rmordue@blandfordblenheim.ca)

Vancouver

New York

Dear Mr. Mordue:

**Franchise Agreement between Sedum Master Inc. ("Sedum") and the Township of Blandford-Blenheim (the "Township")**

We are counsel to Sedum. As you may know, Sedum has come to an understanding with Enbridge Gas Inc. ("EGI") whereby Sedum will construct a 4.5 km pipeline to connect Sedum's greenhouse facility in Princeton, Ontario to the EGI system. This new gas service is necessary to support an expansion currently being built at Sedum's facility. The 4.5 km pipeline will run within the Township's road allowances the entire way from an EGI station to Sedum's facility.

The construction of such a pipeline is regulated by the Ontario Energy Board (the "Board") via their jurisdiction under the *Municipal Franchises Act* (Ontario). The purpose of this letter is to set out the process by which Sedum obtains approval from the Board. This process includes the following steps, described in greater detail below:

1. Sedum and the Township enter into a franchise agreement, the terms of which are established by the Board.
2. Township Council prepares a draft by-law authorizing and approving the franchise agreement and authorizing the necessary officers of the Township to enter into and execute the franchise agreement.
3. Township Council issues a resolution approving the draft-by law and franchise agreement, authorizing a submission to the Board, and requesting the Board make an order.
4. Sedum submits its application to the Board, which contains the draft by-law, the resolution, and the franchise agreement.
5. Following whatever process the Board deems necessary, the Board approves the franchise agreement and draft by law.

6. Township Council passes the draft by-law.
7. Sedum and the Township enter into the franchise agreement.

### Next Steps

It may be helpful for us to have a call to discuss the franchise agreement, the draft by-law and the resolution once you have had a chance to review the materials.

I have enclosed the following documents with this letter:

1. Draft Franchise Agreement between Sedum and the Township, showing changes to the Ontario Energy Board's "Model" Franchise Agreement.
2. A typical municipal by-law (draft) for your consideration.

### Detailed Process Overview

Provincial legislation requires there to be a "franchise agreement" between a municipal corporation and all gas companies serving consumers residing in that municipality. The Township will, for example, have an existing franchise agreement with EGL. Unfortunately, the *Municipal Franchises Act* (Ontario) is worded broadly enough to capture Sedum's proposed pipeline, even though it will only be used to supply gas to itself (and no other customers).

The Board, which regulates the distribution of natural gas in Ontario, has issued a "Model Franchise Agreement" in order to standardize the terms and the duration of gas franchise agreements across the province. The Board has made clear in recent decisions that its strong preference is not to depart from the terms contained in the Model Franchise Agreement.

The actual process of entering into a franchise agreement is governed by the *Municipal Franchises Act*. Once Sedum and the Township agree to enter the franchise agreement on the basis of the Model Franchise Agreement, Township Council would need to prepare a draft by-law: (a) authorizing and approving the franchise agreement; and (b) authorizing the necessary officers of the Township to enter into and execute the franchise agreement. Additionally, Township Council would need to issue a resolution: (a) approving the form of a draft by-law and franchise agreement (attached to the draft by-law) and authorizing its submission for approval by the Board; and (b) requesting that the Board make an Order declaring and directing that the assent of the municipal electors to the draft by-law is not necessary (this latter portion due to particular language in the *Municipal Franchises Act*).

Upon receipt of a draft by-law and resolution from the Township, Sedum will prepare an application to submit to the Board. Following Board approval, Township Council can proceed to pass the draft by-law and execute the franchise agreement with Sedum.

I look forward to speaking with you further regarding this matter.

Sincerely,



Richard J. King  
Partner

RK:hi  
Enclosures

c: Ed Magda, *Sedum Master Inc.*  
William Blake, *Lagasco Inc.*



# **GAS FRANCHISE HANDBOOK**

developed by

**A JOINT COMMITTEE  
OF GAS COMPANY**

and

**MUNICIPAL SECTOR  
REPRESENTATIVES**



## TABLE OF CONTENTS

Foreword . . . . .	1
Definition of Highway . . . . .	3
Right to Use Highways . . . . .	3
Compensation for Damages . . . . .	3
Planning for Construction . . . . .	4
Plans and Drawings . . . . .	5
Sample Plan - Figure 1 . . . . .	6
Work on the Highway . . . . .	7
Location and Depth of Plant . . . . .	9
Easements . . . . .	9
Typical Road Cross Section - Figure 2 . . . . .	10
Joint Trench Profile - Figure 3 . . . . .	11
Ditches and Drains . . . . .	12
Bridges, Viaducts or Other Structures . . . . .	12
Emergency Situations . . . . .	13
Post-Construction Clean Up . . . . .	13
Plants, Trees, Vegetation, Grass or Sod . . . . .	13
Pipeline Relocation . . . . .	14
Encasement of the Gas System . . . . .	14
Maintenance of the Gas System . . . . .	15
Work in the Vicinity of the Gas System . . . . .	15
Pipeline Supports . . . . .	16
Typical Pipeline Support Crossing Trench - Figure 4 . . . . .	16
Typical Pipeline Support Parallel to Trench - Figure 5 . . . . .	17
Location of the Gas System for Others . . . . .	18

*The following are subjects which are more complex and not easily summarized in a Handbook. Reference should be made to Sections 11, 13 and 16 of the 2000 Model Franchise Agreement.*

- *Alternative Easements*
- *Municipal By-laws of General Application*
- *Use of Decommissioned Gas System*

*Full copies of the 2000 Model Agreement may be obtained at [www.oeb.gov.on.ca](http://www.oeb.gov.on.ca) or contact your local Gas Company.*

## FOREWORD

# NATURAL GAS FRANCHISE HANDBOOK

---

Provincial legislation requires that there be a Franchise Agreement between the Municipal Corporation and the Gas Company serving that Municipality. In April 2001, the Ontario Energy Board issued the revised 2000 Model Franchise Agreement to serve as a model for such agreement.

A joint committee comprised of Gas Company and Municipal Sector Representatives has developed this revised Franchise Handbook as a supplement to the 2000 Model Franchise Agreement. This Franchise Handbook is meant to serve as a consolidated guide to deal with operating issues that sometimes require a greater level of detail than appears in the Franchise Agreement itself.

Although your current Franchise Agreement may not be the 2000 Model Franchise Agreement, the contents of this Franchise Handbook describe how the Gas Company intends to carry out its activities within the Municipality and is intended to represent good operating practice. Where there is any conflict between your Franchise Agreement and this Handbook, it is the Franchise Agreement that takes precedence. The Gas Company has staff available to expand on the matters covered in this Franchise Handbook and answer any questions that might arise.

The Board acknowledges the efforts of the participants in producing the revised Franchise Handbook.



Floyd Laughren  
Chair – Ontario Energy Board  
May 2002

## THE FRANCHISE HANDBOOK WORK TEAM



Wilfred Teper (left)  
*Ontario Energy  
Board*

Bob Foulds (right)  
*Municipal Sector  
Representative*



David Shantz  
*Municipal Sector  
Representative*



David Sword (left)  
*Union Gas Representative*

Nick Thalassinos (right)  
*Enbridge Consumers Gas  
Representative*

Pat Vanini  
(no photo available)  
*Municipal Sector  
Representative*

Neil McKay (left)  
*Ontario Energy Board*

Hugh Thomas (right)  
*Union Gas Representative*



## DEFINITION OF HIGHWAY

For purposes of the Franchise Agreement 'highway' means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance.

## RIGHT TO USE HIGHWAYS

Subject to the terms and conditions of the Franchise Agreement the consent of the Municipality is granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Municipal Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

The Gas Company attempts to minimize inconvenience and disruption caused by pipeline construction and maintenance activities through pre-construction planning, on the job supervision, discussions with municipal representatives and/or property owners or occupants, and timely restoration of property.

## COMPENSATION FOR DAMAGES

The Gas Company will be responsible for, and will repair promptly or pay compensation for, any damage it causes during surveying or construction or that may result from inspection, maintenance work or emergency repairs.

This includes damage to crops, fences, tile drains, culverts, trees and access routes. Well qualified, independent appraisers and consultants are often used to assess fair compensation for damages. Any crop loss or damage will be measured, appraised and compensated for as soon as possible after cleanup has been satisfactorily completed.

## PLANNING FOR CONSTRUCTION

To facilitate proper system expansion and maintenance, the Gas Company will actively participate in each Municipality's Public Utilities Coordinating Committee (PUCC). One of the mandates of the PUCC will be to develop an approved highway cross-section that outlines a standard pipeline location within the highway for each utility's plant.

The Gas Company will adhere to the standard line location wherever feasible, and will acquire approval from the Engineer/Road Superintendent prior to deviating from the standard location. In addition the PUCC will act as a forum to minimize construction conflicts between the road authority and various utilities including cable companies and municipal water and sewer works.



*Engineers check plans to minimize construction conflicts.*



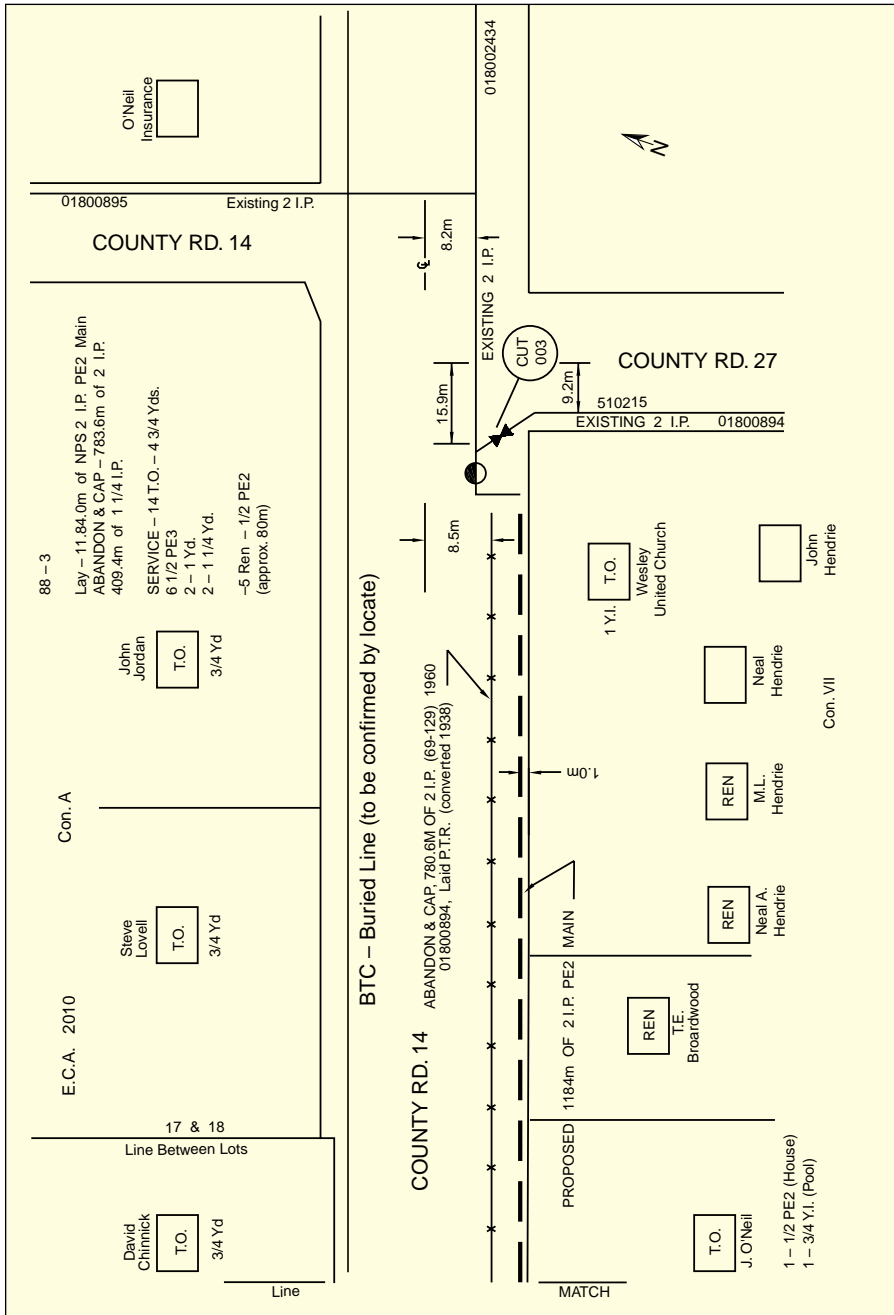
*Working on the proposed projects plans to be submitted to the Engineers or Road Superintendent of the Municipality.*

## PLANS AND DRAWINGS

Before installing any gas main on a highway, the Gas Company will submit a plan/drawing of the proposed work (similar to the Sample Plan, Figure 1 on page 6) to the Engineer/Road Superintendent for approval. Such approval will not be unreasonably withheld from the Gas Company. This drawing will show the proposed location and alignment of the works to be installed. Route selection involves judgement as well as technical expertise. The Gas Company is very willing to meet with the Engineer/Road Superintendent to arrive at a line location that is acceptable to both parties.

Where circumstances are complex, and in order to facilitate known or reasonably anticipated projects, or when requested because the Municipality has geodetic information for its own services and all others at the same location, the plan filed by the Gas Company shall include geodetic information.

**Sample Plan**  
**Figure 1**

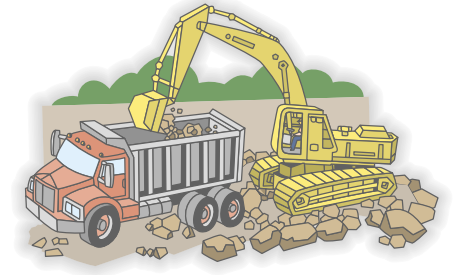


**WORK ON THE HIGHWAY**

The Gas Company shall not undertake any work that will disturb or interfere with the surface of the travelled portion of the highway unless a permit has been first obtained from the Engineer/Road Superintendent and all work done shall be to his/her satisfaction.

In all other circumstances, except Emergency Situations referred to on page 13, the Gas Company, before entering on any highway within the Municipality shall adhere to the requirements of the Municipality in terms of:

- (1) 'giving notice',
- (2) providing an explanation satisfactory to the Engineer/Road Superintendent, and
- (3) where required, obtaining the appropriate approval(s).



**Pavement Cuts**

All crossings of the travelled portion of the road will be constructed by boring, jacking or similar methods. In circumstances where these methods are not feasible, approval to open cut will be requested from the Engineer/Road Superintendent prior to construction. Such approval will not be withheld unreasonably. All pavement cuts will be repaired at the expense of the Gas Company.

The Municipality may specify a reasonable degree of compaction and the types of backfill necessary to properly restore the excavation and sub-base of the road. Also, the Engineer/Road Superintendent may specify the type, thickness and method of pavement cut restoration, both temporary and permanent. The Gas Company shall make good any settling or subsidence thereafter caused by such excavation. Where there is an agreement to do so, the Municipality may carry out the repairs and invoice the Gas Company.



## WORK ON THE HIGHWAY (continued)

### Driveways & Sidewalks

Every effort will be made to bore under paved driveways and sidewalks in an attempt to minimize any inconvenience to the local residents. Any damage that occurs as a result of installation of the gas system will be promptly repaired by the Gas Company to a condition as good or better than it was prior to the construction work and the responsibility for such repairs will be borne by the Gas Company.

### Minimizing Inconvenience

The Gas Company will make every effort to minimize any inconvenience during construction. Residents of the local area will be notified prior to construction, and driveways will be obstructed as little as possible. The Municipality may provide guidance and procedures with regard to temporary traffic lane closing, barricading of excavations, detours and partial road closures. Every construction crew is staffed with people who are capable of answering inquiries brought forward by local residents.



*Workers  
move quickly  
to minimize  
any  
inconvenience  
during  
construction.*

## LOCATION AND DEPTH OF PLANT

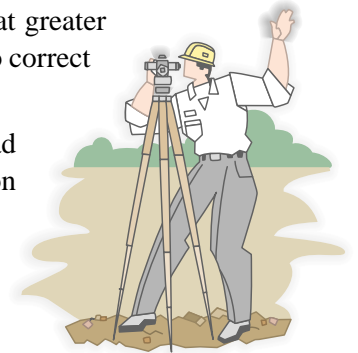
The location of the gas system must be approved by the Engineer/Road Superintendent and his approval shall not be unreasonably withheld. The Gas Company has standard locations for gas lines in specific types of rural or urban environments.

While the locations of utilities will vary in certain municipalities, the diagrams, (Figure 2 on page 10 and Figure 3 on page 11) are typical cross sections for utility locations in a 26-metre road allowance.

The depth of plant must be in accordance with the latest CSA standard and applicable Ontario Regulations at the time of construction. Depth as defined in the latest CSA standards and applicable Ontario Regulations should not be solely relied upon to locate the gas system as the depth of cover may have changed since installation. (see Figure 2, page 10 and Figure 3, page 11).

The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth to facilitate known projects or to correct known highway deficiencies.

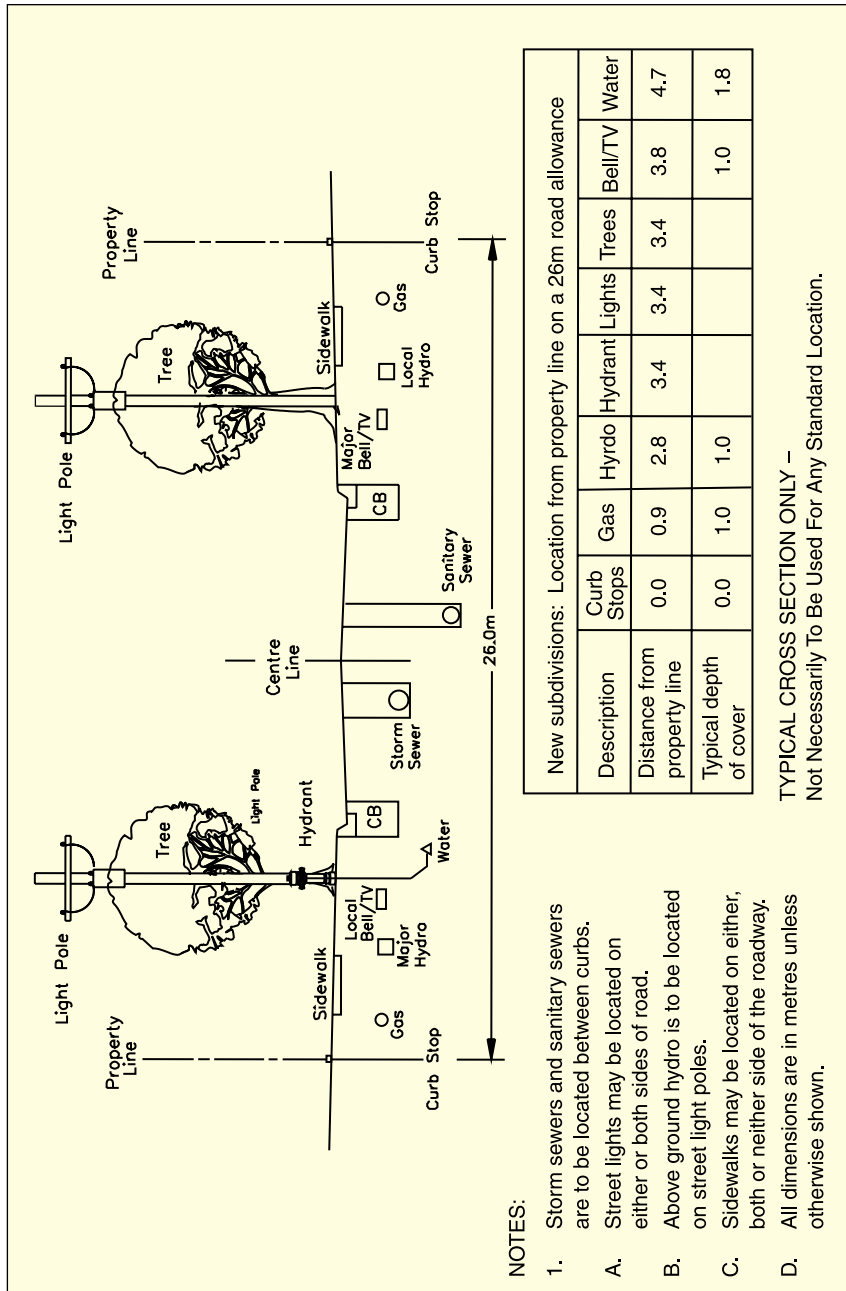
The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.



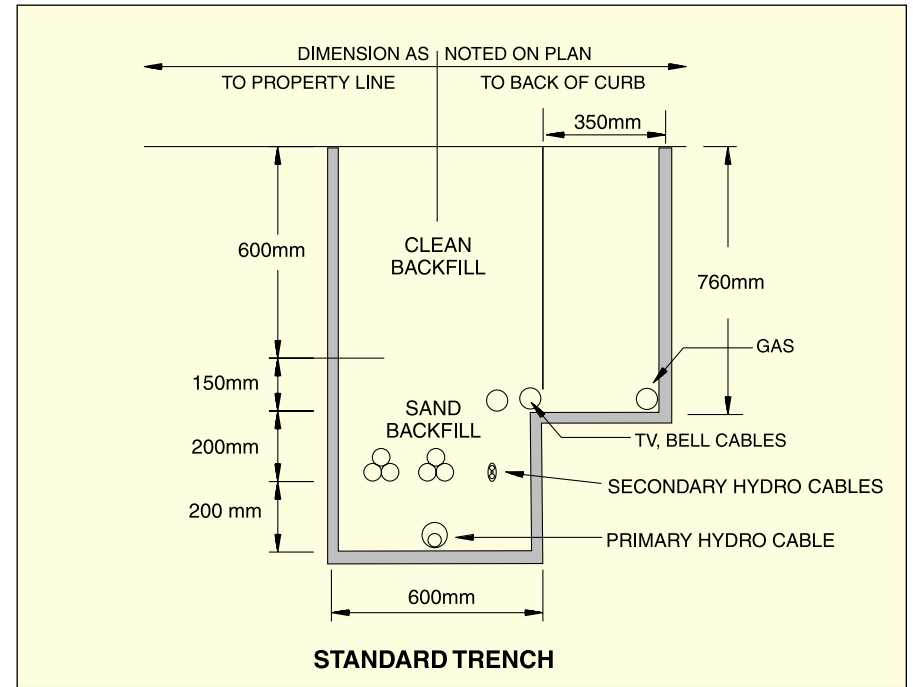
## EASEMENTS

Occasionally the Gas Company will install pipelines that need to cross private property. In these cases, easements will be obtained from the landowner prior to construction.

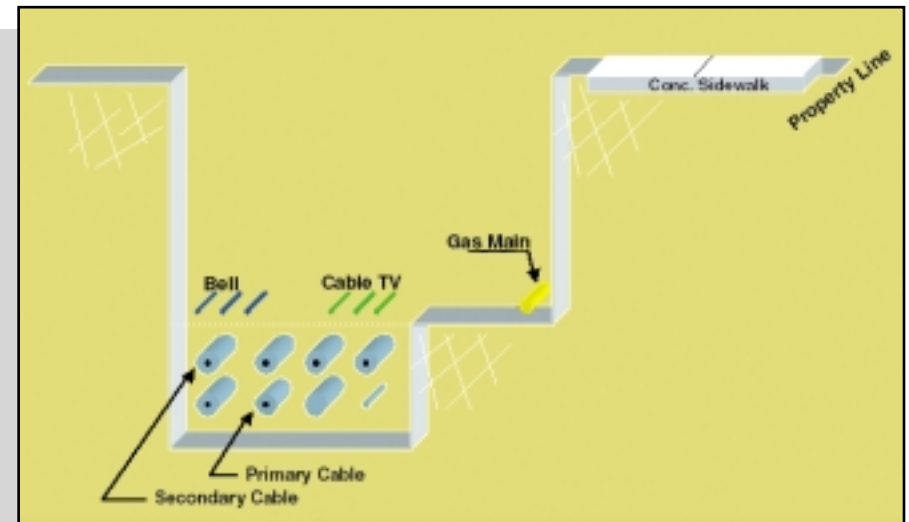
**Typical Road Cross Section**  
Figure 2



**Typical Joint Trench Profile**  
Figure 3



**Standard Joint Trench Sketch**





## DITCHES AND DRAINS

Before installing any plant in the area of a drain or ditch, a copy of the plan for the installation as filed with the Engineer/Road Superintendent will be filed with the Drainage Superintendent. Wherever possible, gas lines will be installed completely under or completely over the ditch so as to not interfere with the carrying capacity of the ditch. Subsurface drains and surface drains will be restored to their original condition after construction. Ditch banks and stream banks will be restored to promote quick vegetation and minimize the possibility of erosion.



*Attaching  
gas line on  
a bridge.*

## BRIDGES, VIADUCTS OR OTHER STRUCTURES

If the Engineer/Road Superintendent approves of a proposal (he/she may disapprove) to affix any part of the gas system to a bridge, viaduct or other structure, he/she may require special conditions or a separate agreement as a condition of approval.

## EMERGENCY SITUATIONS

In the event of an emergency involving the gas system, the Gas Company will notify the local authorities, as deemed appropriate, (e.g. Engineer/Road Superintendent, police, fire, ambulance or emergency measures organizations having jurisdiction) immediately upon becoming aware of the severity of the situation. The Gas Company will make every reasonable effort to control the situation as quickly as possible and will consider claims for extraordinary expenses incurred by the Municipality during the emergency. The Gas Company will provide the Engineer/Road Superintendent with at least one 24-hour emergency contact for the Gas Company and shall ensure the contacts are current.

## POST-CONSTRUCTION CLEANUP

The cleanup and restoration operations will be performed under the supervision of the Gas Company staff. These staff will be available to discuss with local residents and Municipal representatives any problem that may arise during construction. Gas Company staff have full authority to require that the construction crews and/or all the contractors carry out their work in accordance with the agreements reached with each landowner and in accordance with all relative directives and guidelines of the Ontario Energy Board or the Engineer/Road Superintendent.

## PLANTS, TREES, VEGETATION, GRASS OR SOD

Damage caused by the Gas Company to plants, trees, vegetation, grass or sod will be minimized during the construction period with the Gas Company bearing full responsibility for any damages. The Gas Company will not cut, trim or interfere with any trees on the road allowance without the approval of the Engineer/Road Superintendent. Restoration will be completed as promptly as possible, allowing for supply and weather constraints.

## PIPELINE RELOCATION

The location of the gas system may conflict with the Municipality's plans to reconstruct or alter roads or Municipal utilities. In these instances, the Gas Company will work with the Municipality to relocate its gas system, with the cost of the relocation to be shared as outlined in the Franchise Agreement. In most circumstances the cost of relocating the gas system will be shared 65% Gas Company and 35% Municipality. In the event your Municipality has a pre-1987 agreement or special legislation, the cost sharing may vary. The Engineer/Road Superintendent must approve the proposed new location of the gas system. The Gas Company will then relocate its gas system within a reasonable period of time.

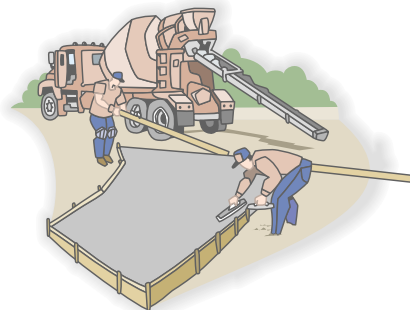
If any part of the gas system is located on a bridge, viaduct or other structure, the Gas Company will alter or relocate that part of the gas system at its sole expense.

In the event the gas system is located in an unassumed road or in an unopened road allowance and the Municipality has not approved its location, the Gas Company will pay 100% of the relocation costs.

## ENCASEMENT OF THE GAS SYSTEM

The Municipality will not knowingly build or permit anyone to build without the Gas Company's permission any structure over or encasing any part of the gas system within the highway. Structures would include, but not be limited to, buildings, culverts, vaults, catch basins, utility poles and anchors, and retaining walls.

The construction of roadways, sidewalks and driveways over the gas system would not constitute encasement.

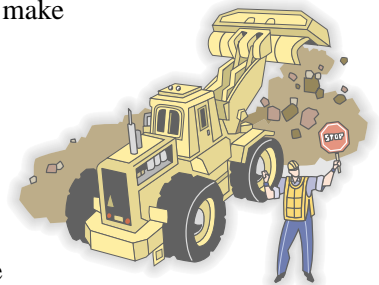


## MAINTENANCE OF THE GAS SYSTEM

The Gas Company accepts full responsibility for the construction and installation, maintenance and repair of the gas system. All work done on the gas system must meet all requirements as described by the appropriate government codes. The Ontario Energy Board, the TSSA and the Canadian Standards Association require that all standards and regulations relating to both the protection of the environment and public safety are carried out. If requested, Gas Company representatives will provide copies of the relevant codes/documents. The system is maintained by trained personnel who are available at all times to keep the gas system in good operating condition.

## WORK IN THE VICINITY OF THE GAS SYSTEM

Prior to working in the vicinity of gas systems, Municipalities and their agents should make themselves familiar with any required procedures and restrictions. This is necessary to ensure the safety of the general public, the safety of workers carrying out excavation, prevention of damage to gas lines and property, and to ensure the work activities take place in a compatible fashion.



Areas to become familiar with include, but are not limited to:

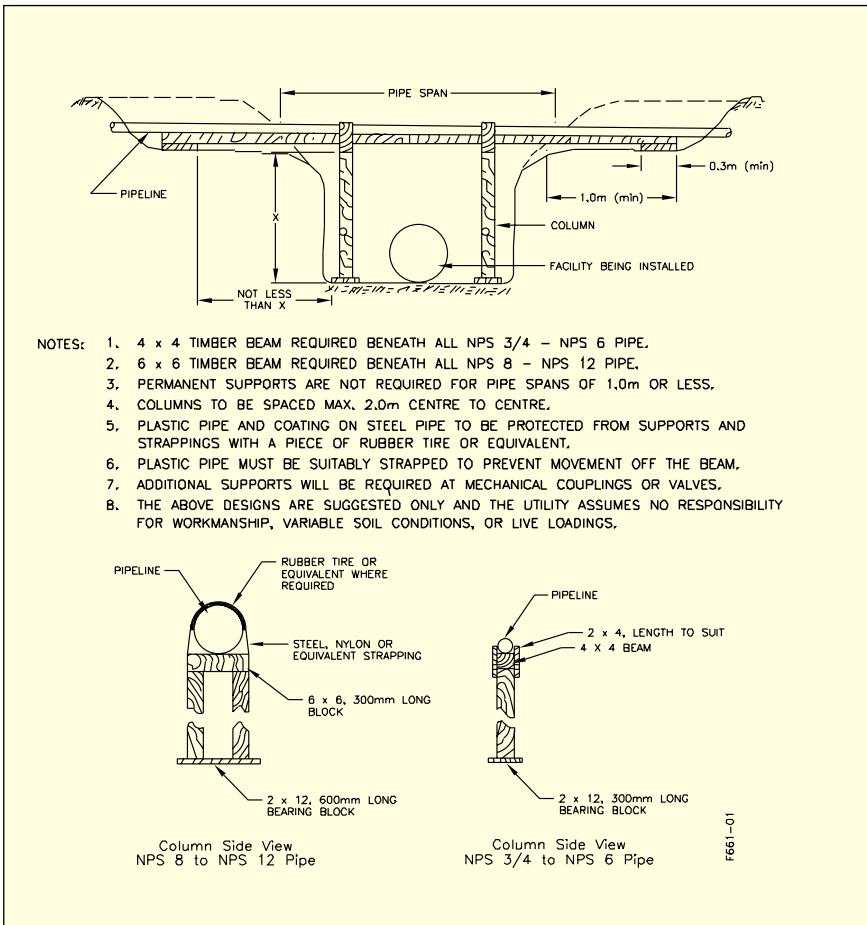
- *Guidelines for excavations in the vicinity of gas systems*
- *Requirements when blasting in the vicinity of gas systems*
- *Requirements when pile driving in the vicinity of gas systems*
- *Requirements when exposing gas systems*

For more information on these areas, please contact your local Gas Company.

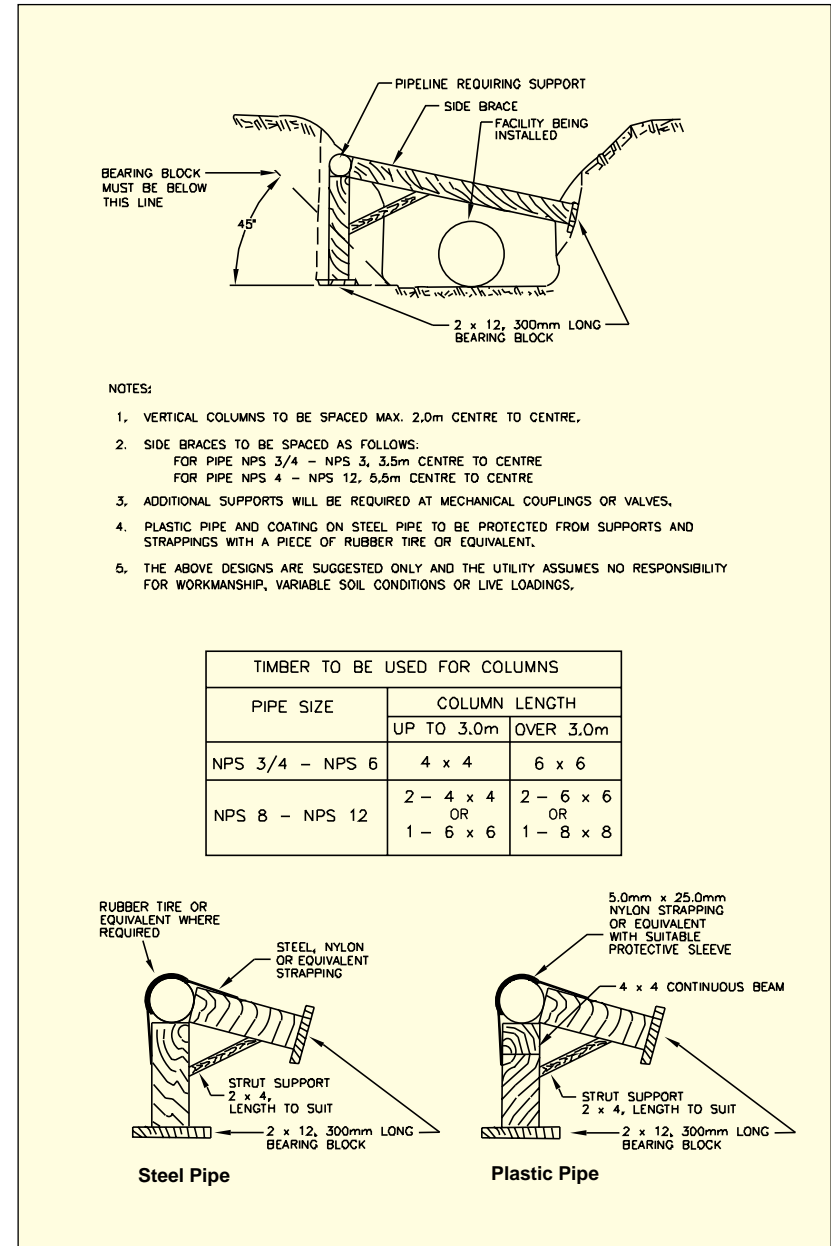
## PIPELINE SUPPORTS

Prior to excavating below gas pipelines, a suitable support must be installed to prevent the pipeline from deflecting. Figures 4 and 5 (shown on pages 16 and 17) show a variety of support designs. These designs are suggestions only as conditions vary at each job site. In the event Municipal work involves support of the gas system, the proposed work shall be reviewed and approved by the Gas Company and approval will not be unreasonably withheld.

**Typical Pipeline Support Crossing Trench**  
Figure 4



**Typical Pipeline Support Parallel to Trench**  
Figure 5









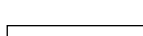

## LOCATION OF THE GAS SYSTEM FOR OTHERS

In order to facilitate work to be undertaken by others, the Gas Company will identify, on the surface of the ground, the location of any of its gas system in a prompt and accurate manner. The cost of this locate service will be borne by the Gas Company. The Gas Company requires hand digging near its pipelines as specified on the locate form.

The chart below illustrates the standard colours that are used in Ontario to identify the various utilities.

Buried Public Utilities will be identified in the field by the following fluorescent colours.

Permanent line markers are installed along pipelines in rural areas.

	Ontario Hydro Local Hydro Traffic Systems
	Gas Lines, Oil Lines, Steam Lines
	Water Systems
	Telephone Lines, Telegraph Lines, Police and Fire Communications, Cable TV Lines
	Sanitary Sewers, Storm Sewers
	Temporary Survey
	Proposed Excavation
	Reclaimed Water, Irrigation & Slurry Lines

### Cautionary Note:

Individuals are reminded that the location of the gas system is identified on the surface of the ground. If you are working above, below or in the vicinity of the gas system you are required to meet the requirements of the various Ontario regulations/guidelines that apply and these can be provided by the Gas Company.



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
**From:** Rodger Mordue, CAO/Clerk

**Reviewed By:** Denise Krug, Director of Finance/Treasurer  
Sarah Matheson, Deputy Clerk  
**Date:** June 27, 2022

**Subject:** Municipal Act – Lame Duck Provisions  
**Council Meeting Date:** July 6, 2022

**Report #:** CAO-22-15

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### Recommendation:

That report CAO-22-15 be received; and,

That staff be directed to prepare a by-law to delegate authority to staff for certain acts during a “Lame Duck” period of Council.

### Background:

Effective May 2<sup>nd</sup> the municipality was able to receive nominations. The nomination deadline date (Nomination Day) is August 19, 2022. Previously to the 2018 election this deadline date was in early September. This change means that Council has the potential to be in a “Lame Duck” position until the new council is sworn in on November 16, 2022.

### Analysis/Discussion:

Section 275 of the Municipal Act (see attachment) sets out the restricted acts that a Council shall not take after Nomination Day (August 19, 2022) and / or after Voting Day (October 24, 2022) if the Council is in a lame duck position.

A municipal Council can be in a lame duck situation if it is determined that less than three-quarters of the existing Council members will not be returning to office. A Lame Duck position can occur twice during the municipal election process. In Blandford-Blenheim’s case this would be:

1. Between August 19<sup>th</sup> and October 24<sup>th</sup> if it can be determined that less than 4 of the 5 existing members will not be returning to the next Council.

- 
2. Between October 24<sup>th</sup> and November 16<sup>th</sup> if the election results determine that less than 4 of the 5 members will not be returning to the next Council.

If a Council is in a lame duck position the following actions cannot be taken:

- a. The appointment or removal from office of any officer of the municipality;
- b. The hiring or dismissal of any employee of the municipality;
- c. The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal\*; and
- d. Making any expenditure or incurring any other liability which exceeds \$50,000\*.

**\*Exceptions** – The Act provides in Section 275 (4) that clauses c & d above do not apply if the disposition or liability was included in the most recent budget adopted by the Council before nomination day in the election.

**Emergencies** – The Act provides in Section 275 (4.1) that nothing in this section prevents a municipality taking any action in the event of an emergency.

**Delegation of Authority** – Section 275 (6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

In summary, the 2022 Municipal Election could have a “Lame Duck” period of almost 3 months so it would be prudent to consider delegating authority under Section 275 (6) to staff to ensure that the affairs of the Corporation are attended to during this period.

It is recommended that a by-law be presented to Council delegating authority to specific members of staff from August 19, 2018 to November 16, 2022 for the following actions until the new Council is sworn in:

- a. The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated authority as the financial signing authorities for expenditures outside the current budget exceeding \$50,000;
- b. The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated the authority to execute an agreement of Purchase and Sale pertaining to the disposition of any personal or real property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- c. The Chief Administrative Officer / Clerk be delegated the authority to hire or remove any officer from / to employment with the Township of Blandford-Blenheim.

The Chief Administrative Officer / Clerk will report to Council if the delegation of authority is exercised under the proposed by-law.

### **Financial Considerations:**

N/A

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**Attachments:**

- Excerpt from the *Municipal Act, 2001*

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



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Excerpt from the *Municipal Act, 2001*:

## RESTRICTED ACTS AFTER NOMINATION DAY

### Restricted acts

**275** (1) The council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council.

### Basis for determination

- (2) If a determination under subsection (1) is made,
  - (a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
  - (b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

### Restrictions

- (3) The actions referred to in subsection (1) are,
  - (a) the appointment or removal from office of any officer of the municipality;
  - (b) the hiring or dismissal of any employee of the municipality;
  - (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
  - (d) making any expenditures or incurring any other liability which exceeds \$50,000.

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**Exception**

(4) Clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election.

**Emergencies**

(4.1) Nothing in this section prevents a municipality taking any action in the event of an emergency.

**Upper-tier council**

(5) This section applies with necessary modifications to the council of an upper-tier municipality.

**Delegated authority unaffected**

(6) Nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council.



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enhanced officer position's schedule is consistent with the needs of the municipality. Once an enhanced contract is in place there is a one-year notice requirement for termination.

The Blandford-Blenheim Police Service Board has discussed this enhancement and are supportive of it. If Council wishes to investigate this service in further detail staff will begin discussions with the O.P.P. The timing to proceed through the entire process and retain an officer is estimated at up to 18 months so this would be a budget item for latter part of 2023 at the earliest

**Financial Considerations:**

- Cost of an enhanced service contract with the OPP in 2022 dollars is estimated at \$205,000 in year one and \$181,500 in subsequent years

**Attachments:**

- N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
**From:** Rodger Mordue, CAO/Clerk

**Reviewed By:** N/A  
**Date:** June 27, 2022

**Subject:** Township Road 2 west of Canning Rd. property sale  
**Council Meeting Date:** July 6, 2022

**Report #:** CAO-22-17

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### Recommendation:

That report CAO-22-17 be received; and,

That the Mayor and Clerk be authorized to execute any and all documents required for the sale of the property located in Part Lot 4 & 5 Concession 1 being the unopened road allowance of Township Road 2 west of Canning Road to the owner of 955135 Canning Road (Rosemary Murray).

### Background:

At its regular meeting on April 6, 2022 Council considered a request from the property owner at 955135 Canning Road to close and purchase the unopened road allowance adjacent to their property. The land is outlined in yellow below:



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Council agreed to a sale and declared a portion of the property surplus to the needs of the municipality. Staff has been working with the developers on the transfer since that date.

**Analysis/Discussion:**

Since declaring the property surplus staff has been working towards its sale. Pursuant to the Township By-Law governing the disposal of real property a value of \$0.22 / sq ft is placed on land not on full municipal services if the land is “...of a size that does not allow the construction of a building respecting the Zoning By-law or the Ontario Building Code, if sold to the owner abutting said land.” A recent survey of the land shows the unopened road allowances occupy an area of 63,528.6 sq ft which places the value at \$13,976.29.

The final step for the Township in this process will be for Council to pass a by-law authorizing the sale of the property.

**Financial Considerations:**

The Township Fees and Charges by-law places a value of \$0.22 / sq ft on unserviced land owned by the municipality. The total area of the unopened road allowances to be transferred is 63,528.6 sq ft so that equates to a value of \$13,976.29.

**Attachments:**

- N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



METRIC DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SCHEDULE			
PART	LOT	PLAN	P.I.N.
1		----	PART OF 00293-0222(LT)
2		----	PART OF 00293-0222(LT)
3		112	PART OF 00293-0182(LT)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 41R--

RECEIVED AND DEPOSITED

DATED \_\_\_\_\_

DATED \_\_\_\_\_

JIM JOHNSON, O.L.S.

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF OXFORD (No. 41)

**NOTE:**  
 BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY THE CANSEL CAN-NET REAL TIME NETWORK OBSERVATION, UTM ZONE 17, NAD83 (CSRS) (2010)  
 FOR BEARING COMPARISONS, A ROTATION OF 00'21"05" CLOCKWISE WAS APPLIED TO BEARINGS ON P.  
 DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9996582.

OBSERVED REFERENCE POINTS (ORPs)  
 UTM ZONE 17  
 NAD83 (CSRS) (2010.0) COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

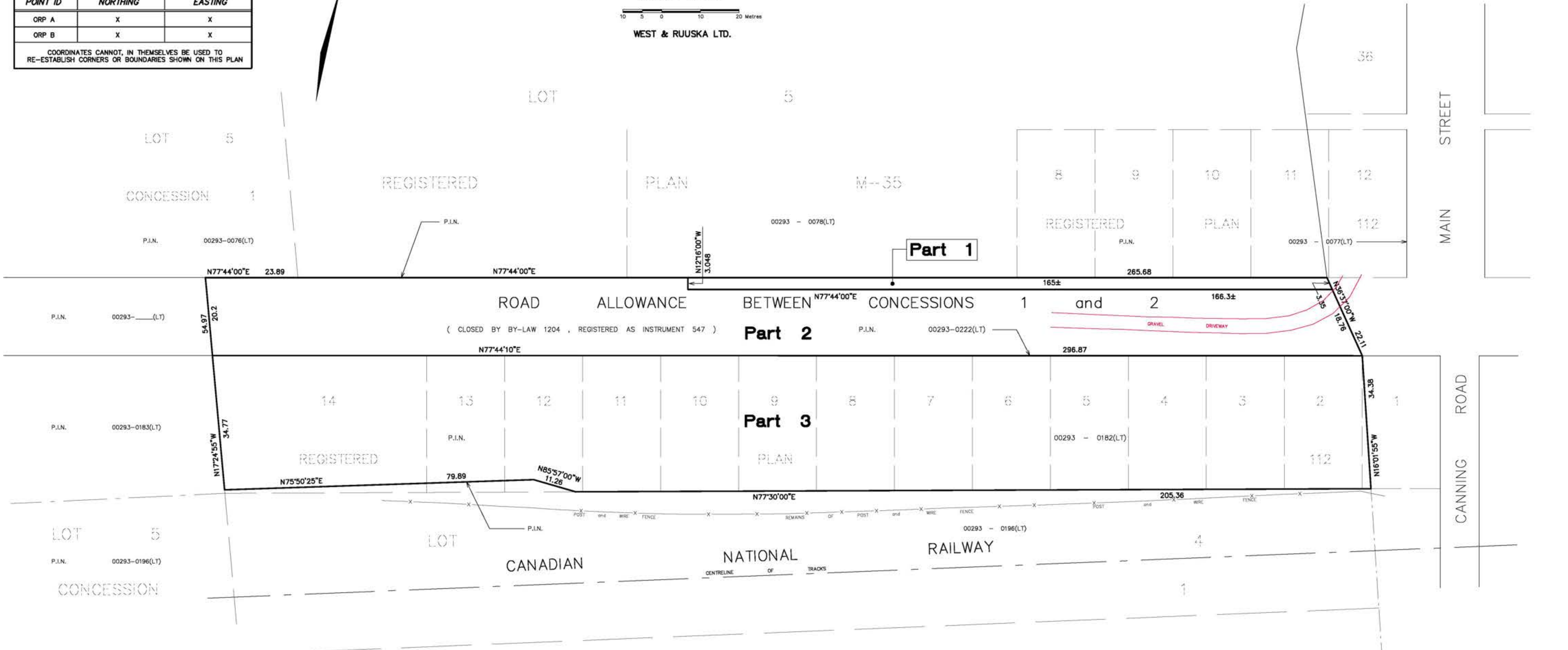
POINT ID	NORTHING	EASTING
ORP A	X	X
ORP B	X	X

COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN



**PLAN OF SURVEY OF**  
 LOTS 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11  
 PART OF LOTS 1, 12, 13 and 14  
 REGISTERED PLAN 112  
 PART OF ROAD ALLOWANCE  
 BETWEEN CONCESSIONS 1 and 2  
 ( CLOSED BY BY-LAW 1204, REGISTERED AS INSTRUMENT 547 )  
 OXFORD COUNTY

SCALE - 1 : 500  
  
 WEST & RUUSKA LTD.



**SURVEYOR'S CERTIFICATE**

- I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.
  2. THE SURVEY WAS COMPLETED ON THE DAY OF \_\_\_\_\_

DATED: \_\_\_\_\_ JIM JOHNSON  
 ONTARIO LAND SURVEYOR

**DRAFT COPY**  
*(subject to change)*

THIS PLAN OF SURVEY RELATES TO A.O.L.S. PLAN SUBMISSION FORM NUMBER V--

**LEGEND**

- DENOTES SET MONUMENT
- FOUND MONUMENT
- IB IRON BAR
- SIB STANDARD IRON BAR
- SSIB SHORT STANDARD IRON BAR
- IB# ROUND IRON BAR
- OU ORIGIN UNKNOWN
- 1889 WEST & RUUSKA LTD., O.L.S.
- P1 PLAN 2R-2638

**WEST & RUUSKA LTD.**  
 Land Surveyors

17 NELSON STREET, BRANTFORD, ONTARIO, N3T 2M6  
 Telephone (519)752-8641

DRAWN BY: Ted S. KUTYLA, CST, CET CHECKED BY: M220106



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2306-2022

Being a By-law to authorize a franchise agreement between The Corporation of the Township of Blandford-Blenheim and Sedum Master Inc.

**WHEREAS** the Council of the Corporation of the Township of Blandford-Blenheim deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Sedum Master Inc. to allow for the distribution of gas by Sedum Master Inc. to its facility at 855217 Gobles Road, Princeton, Ontario.

**AND WHEREAS** the Ontario Energy Board by its Order issued pursuant to The *Municipal Franchises Act, 1990, R.S.O.*, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-law is not necessary:

**NOW THEREFORE**, the Council of The Corporation of the Township of Blandford-Blenheim enacts as follows:

1. **THAT** the Franchise Agreement between the Corporation of the Township of Blandford-Blenheim and Sedum Master Inc. attached hereto and forming part of this by-law, to allow for the distribution of gas in the Township of Blandford-Blenheim to Sedum's facility at 855217 Gobles Road, Princeton, Ontario, be and the same is hereby authorized and the franchise provided for therein is hereby granted.
2. **THAT** the Mayor and Clerk be and are hereby authorized and instructed, on behalf of The Corporation of the Township of Blandford-Blenheim, to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-law.

By-law READ a FIRST and SECOND time this 6h day of July, 2022.

**THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM**

\_\_\_\_\_  
Mark Peterson, Mayor

\_\_\_\_\_  
Rodger Mordue, Clerk

By-law READ a THIRD time and finally passed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM**

\_\_\_\_\_  
Mark Peterson, Mayor

\_\_\_\_\_  
Rodger Mordue, Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2307-2022

A By-Law to amend Zoning By-Law Number 1360-2002, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to amend By-Law Number 1360-2002, as amended.

THEREFORE, the Municipal Council of the Corporation of the Township of Blandford-Blenheim, enacts as follows:

1. That Schedule "A" to By-law Number 1360-2002, as amended, is hereby amended by changing to 'R1-17' the zone symbol of the lands so designated 'R1-17' on Schedule "A" attached hereto.
2. That Section 11.5 to By-law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end of thereof.

**"11.5.17 Location: Pt Blk E, Plan 104, Village of Drumbo, R1-17 (Key Map 30)"**

11.5.17.1 Notwithstanding any provision of this Zoning By-Law, no *person* shall within any R1-17 Zone use any *lot*, or *erect*, *alter* or use any *building* or *structure* for any purpose except the following:

all *uses* permitted in Section 11.1 of this Zoning By-Law.

11.5.17.2 Notwithstanding any provision of this by-law, no *person* shall within any R1-17 Zone use any *lot*, or *erect*, *alter* or use any *building* or *structure* for any purpose except in accordance with the following provisions:

11.5.17.2.1 SPECIAL PROVISIONS FOR A *SINGLE DETACHED DWELLING*

11.5.17.2.1.1 *HEIGHT*

The maximum *height* shall be the *height existing* as of July 6<sup>th</sup>, 2022.

11.5.17.2.1.2 *YARDS AND SETBACKS*

The minimum *front yard depth*, and *interior side yard width*, shall be the *front yard depth* and *interior side yard width*, *existing* as of July 6<sup>th</sup>, 2022.

11.5.17.3 That all of the provisions of the 'R1' Zone in Section 11.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 6<sup>th</sup> day of July, 2022.

READ a third time and finally passed this 6<sup>th</sup> day of July, 2022.

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Mark Peterson - Mayor

(SEAL)

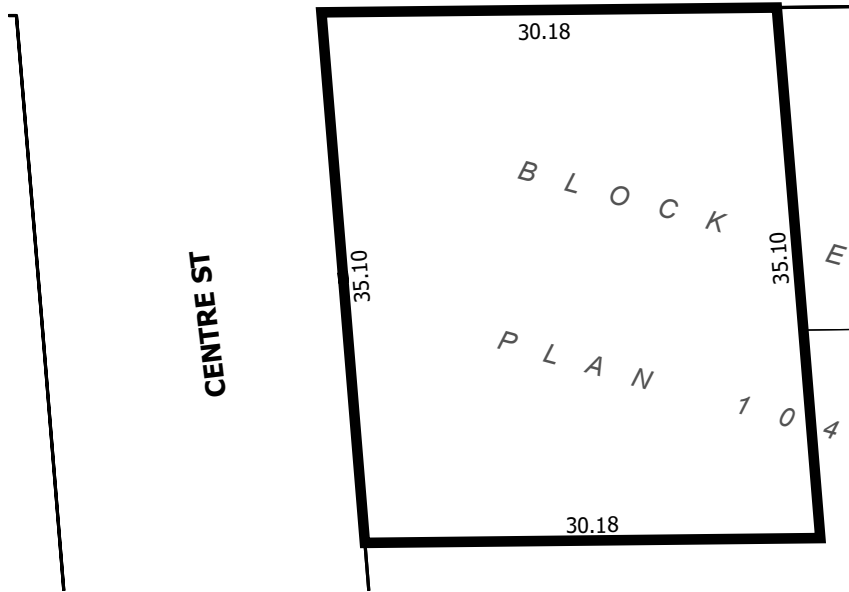
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Rodger Mordue – CAO/Clerk

**SCHEDULE "A"**  
 TO BY-LAW No. 2307-2022  
 PT BLOCK E, PLAN 104 (BLENHEIM)  
 TOWNSHIP OF BLANDFORD-BLENHEIM



**PINKHAM ST**



AREA OF ZONE CHANGE TO R1-17

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services  
 Information Services ©2022

THIS IS SCHEDULE "A"

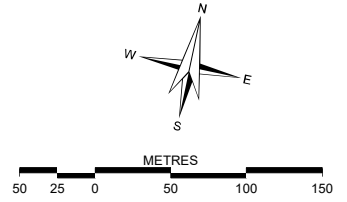
TO BY-LAW No. \_\_\_\_\_, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

\_\_\_\_\_  
 MAYOR

\_\_\_\_\_  
 CAO/CLERK

# KEY MAP



 LANDS TO WHICH BYLAW 2307-2022 APPLIES

ZN 1-22-04

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2307-2022

EXPLANATORY NOTE

The purpose of By-Law Number 2307-2022 is to rezone the subject property from 'Institutional Zone (I)' to 'Special Residential Type 1 Zone (R1-17)' to facilitate the conversion of the existing church to a single detached dwelling. Special provisions are also required to recognize the existing front yard depth, interior side yard width, and height of the existing church building on the property.

The subject property is described as Pt Blk E, Plan 104, in the Township Blandford-Blenheim. The property is located on the southwest corner of Centre Street and Pinkham Street, and is municipally know as 20 Pinkham Street, Drumbo.

The Township of Blandford-Blenheim adopted the amending By-law Number 2307-2022. Any person wishing further information relative to Zoning By-Law Number 2307-2022 may contact the undersigned. No public input was received respecting this application.

Mr. Rodger Mordue, CAO/Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo, Ontario  
N0J 1G0

Telephone: 463-5347



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2308-2022

Being a By-law to Delegate Authority to Staff for Certain Acts During a “Lame Duck” Period

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 275, as amended* restricts acts that a Council can take after Nomination Day (August 19, 2022) and after Voting Day (October 24, 2022) if the Council is in a lame duck position;

AND WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 275(3)* restricts Council from taking action on the following:

- (a) the appointment or removal from office of any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability which exceeds \$50,000.

AND WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 275(3)* states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council;

AND WHEREAS Council deems it expedient to delegate authority to staff to take action, where necessary, on certain acts during the “Lame Duck” period.

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. That the Council of the Corporation of the Township of Blandford-Blenheim hereby delegates authority under Section 275 (3) of the Municipal Act S.O. 2001 between Nomination Day and the commencement of the 2022-2026 Council Term as follows:
  - a) The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated authority as the financial signing authorities for expenditures outside the current budget exceeding \$50,000;
  - b) The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated the authority to execute an agreement of Purchase and Sale pertaining to the disposition of any personal or real property of the municipality which has a value exceeding \$50,000 at the time of disposal;
  - c) The Chief Administrative Officer / Clerk and the Director of Finance / Treasurer be delegated the authority to approve contracts for projects approved by the 2022 Capital Budget and be authorized to sign approved contracts;
  - d) The Chief Administrative Officer / Clerk be delegated the authority for the hiring or dismissal of any officer from / to employment with the Township of Blandford-Blenheim.

- e) The Chief Administrative Officer / Clerk be delegated the authority to hire or dismiss any employee of the Township of Blandford-Blenheim.
- 2. The Chief Administrative Officer / Clerk will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the Municipal Act S.O. 2001 between Nomination Day and the commencement of the 2022-2026 Council Term.
- 3. This By-Law will only take effect and be limited to the “Lame Duck” period of Council and shall expire on Wednesday November 16, 2022.

**BY-LAW READ A FIRST AND SECOND TIME THIS 6<sup>th</sup> day of July, 2022.**

**BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 6<sup>th</sup> day of July, 2022.**

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Mark Peterson, Mayor

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Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2309-2022

Being a By-law to provide for the closure and sale of a portion of Township Road 2 west of Canning Road. More particularly described as Plan 41RXXXX Parts 1 & 2.

**WHEREAS** Section 8 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that Councils of all municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act.

**AND WHEREAS** Section 268 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides the conditions and procedures to follow when selling lands owned by the municipality.

**AND WHEREAS** Resolution Number 20 enacted on April 6, 2022 by the Council of the Corporation of the Township of Blandford-Blenheim declared the property described in this by-law as surplus to the needs of the Township.

**NOW THEREFORE** the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. That upon and after the passing of this By-law the following original road allowance is hereby closed and stopped up:
  - 1.1 All and singular that certain parcel or tract of land and premises, situate, lying and being in the Township of Blandford-Blenheim, formerly Blenheim, in the County of Oxford and being composed of the unopened road allowance of Township Road 2 west of Canning Road. More particularly described as Plan 41RXXXX Parts 1 & 2.
2. That the Mayor and CAO/Clerk of the Corporation of the Township of Blandford-Blenheim be and are hereby authorized to execute a Deed to Rosemary Murray for the property referenced in section 1.1 for \$XXXXX.

By-law **READ** a **FIRST** and **SECOND** time this 6<sup>th</sup> day of July, 2022.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 6<sup>th</sup> day of July, 2022.

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Mark Peterson, Mayor

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Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2310-2022

Being a By-law to confirm the proceedings of Council.

**WHEREAS** by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

**AND WHEREAS** by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on July 6, 2022 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 6<sup>th</sup> day of July, 2022.

By-law read a third time and finally passed this 6<sup>th</sup> day of July, 2022.

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MAYOR  
MARK PETERSON

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CAO / CLERK  
RODGER MORDUE